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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | WEEKLY RELAYS | **August 23, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| Nothing to report**How to access the ‘Pulse’ videos**There are multiple ways to access the Pulse video messages. In addition to the recap in Weekly Relays, you can watch and listen to the videos from the Office of the President web site (<http://www.utmb.edu/president/pulse>). Modern web browsers work best. If you are at a PC without audio or speakers, you can turn on closed captioning on the web site, by clicking the “CC” symbol in the video player tool bar. You will see captions if the sound is muted. Or, you can access the transcripts on the web site to read the messages; a transcript accompanies each video. If you are a social media user, the videos (with subtitles) are posted to the UTMB employee Facebook page, I Am UTMB. ([www.facebook.com/IamUTMB/](http://www.facebook.com/IamUTMB/)). | **New ‘Pulse’ video update highlights a few findings from Huron consultants:**In the latest Pulse video, posted on Aug. 22, Dr. Callender discusses a few of the preliminary findings from Huron, a consultant group that’s helping UTMB think about how its Institutional Support areas and Academic Enterprise can become more efficient. Highlights of the video include:* A set of formal recommendations was received from Huron in late July.
* A steering committee, including members of the President’s Office, leaders from Institutional Support and the Academic Enterprise, and faculty has been reviewing the recommendations and considering how best to move forward.
* Among the recommendations were three covered in this week’s Pulse focusing on:
	+ **Budget process**—Improvements will involve making the process more efficient and more accurate, in keeping with the changes taking place in the health care industry and academic medicine.
	+ **Research Strategic Plan and research infrastructure**—Recommendations will help us ensure that we have the right infrastructure to maximize the return on the investments made in research at UTMB.
	+ **Faculty compensation**—Our goal is to make UTMB’s faculty compensation competitive with other academic medical centers and make sure it appropriately supports the various types of work our faculty perform.
* Additional recommendations from Huron will be discussed in coming weeks.

**Congratulations to our newest School of Health Professions (SHP) graduates:**UTMB’s School of Health Professions celebrated commencement on Aug. 10 at Moody Gardens in Galveston, with 350 graduates receiving degrees. The school’s graduates will be entering fields such as occupational therapy, clinical laboratory sciences, respiratory care, health professions, physical therapy, rehabilitation sciences and nutrition and metabolism. Since opening its doors in 1968, the SHP has granted degrees and certificates to more than 11,500 health professionals. Congratulations to these new members of the health care workforce and thank you to the faculty who’ve trained them. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **TechTalk on social media Aug. 28:** The next UTMB TechTalk on Aug. 28 focuses on tips, suggestions, policies and best practices for using social media. The first half of the meeting will provide a general overview of things to do and not do on social media; the second half will cover topics specifically for those who manage social media accounts on behalf of their UTMB department or program. The session takes place from noon to 1 p.m. in the Levin Hall South Auditorium on the Galveston Campus. For those who cannot attend in person, the session will be available via Skype at <https://meet.utmb.edu/techtalk/4SPIOL12>. For more information on TechTalks, visit <http://intranet.utmb.edu/techtalk>.**FISCAL YEAR-END 2018 DEADLINES****Accounts Payable and Travel & Expense reimbursements:**All travel authorizations, expense reports and business entertainment reimbursements that will be expensed in fiscal year 2018 must be completed, submitted and approved within the PeopleSoft Expense Module by Aug. 31 at 5 p.m. Departments unable to meet this deadline should work with the Finance-General Accounting office to book accrual entries to ensure appropriate travel expenses are reflected in departmental financial statements.**Purchase orders:*** **Regular Purchase Orders:** Goods and services must be properly “received” within the PeopleSoft system by Aug. 31 at 5 p.m. to be expensed in FY18.
* **Blanket Purchase Orders:** Approved invoices must be received in the Accounts Payable department by Aug. 31 at 5 p.m. to be processed for payment or accrued in FY18. In cases where an invoice has yet to be forwarded to Accounts Payable by end of day on Aug. 31, please work with your contact in the Finance-General Accounting office to book an accrual entry on your behalf.
* **Non-Purchase Orders:** Vouchers and attached invoice must be properly created, budget-checked, and fully approved within the PeopleSoft system by Aug. 31 at 5 p.m. to be expensed in FY18.

Accounts Payable transactions not meeting the above criteria will be expensed in Fiscal Year 2019 and be reflected on next fiscal year’s financial statements.**REMINDERS (continued)****Annual compliance training:**The institutional deadline for all employees to complete their annual training for FY18 is Aug. 31. Please take a few minutes today to log in to the [UTMB Learn](https://learn.utmb.edu) system at <https://learn.utmb.edu> and complete any remaining courses and activities. Employees who do not finish their compliance-related training by the institutional deadline will be suspended without pay until all requirements are met. For questions or concerns about your assigned compliance training, please contact your manager or the Office of Institutional Compliance at (409) 747-8700.**You Count employee celebrations:**UTMB is hosting the following celebrations to thank our employees for participating in the 2018 You Count Employee Survey.* Galveston Campus – Aug. 28 (Academic Enterprise and Institutional Support) and Aug. 30 (Health System)
* League City Campus – Aug. 29
* Angleton Danbury Campus – Aug. 30
* Clinics and Other Remote Locations – Dates and times to vary by location
* Correctional Managed Care – Recognition to be handled separately

See <https://hr.utmb.edu/youcount/celebrations/> for event details. | **SAVE THE DATE****Town Hall on Sept. 19:**Please plan to attend the next President’s Town Hall on Sept. 19 at noon in the Levin Hall Main Auditorium on the Galveston Campus. Dr. Callender will discuss a variety of topics, including year-end financial results, an update on our recently announced letter of intent to lease the facility in Webster and construction and mission-area updates. Online viewing options also will be available. Stay tuned for more details in Weekly Relays, iUTMB and the I Am UTMB Facebook page.**REMINDERS****Maximum vacation leave carryover:**All employee leave time used through Aug. 31 must be reported, submitted and approved on timecards within the KRONOS system by Aug. 31 at 5 p.m. All vacation leave balances that exceed the [maximum carryover amounts](https://ispace.utmb.edu/xythoswfs/webview/_xy-1079119_1) existing in KRONOS after this date and time will be converted to sick leave. Historical edit requests may be submitted until Aug. 28 at 5 p.m. within the KRONOS system. Failure to update your timecard will result in forfeiture of leave balances exceeding the maximum carryover amounts, and no adjustments will be made in FY19 to move accrued vacation hours out of sick leave. Questions should be directed to payroll.services@utmb.edu. |
| **DID YOU KNOW?**UTMB is home to 887 endowments, which are permanently invested funds managed by the University of Texas Investment Management Company that yield income every year to support work across UTMB’s mission. Endowments can take many forms—scholarships, faculty positions (professorships and chairs), research funds and academic support funds—and are established through the generosity of UTMB’s alumni, community leaders, foundations, corporations and our faculty and staff. Over the past 20 years, the number of endowments at UTMB has increased more than threefold, and the market value of those funds has grown from $168 million to more than $570 million. Across all 14 UT System institutions, UTMB ranks second in the number of endowments and fourth in market value of all endowments. The continued growth in our endowments is vital to UTMB’s forward momentum in health sciences education, research and patient care. For this reason, as part of the $50 million Innovations in Mind fundraising initiative, UTMB’s Development Office is working to raise $20 million in new scholarship and faculty endowments. For more information about how you can contribute, visit <https://innovationsinmind.utmb.edu>. **The Joint Commission Preparedness Tip of the Week—Suicide Risk Screening and Suicide Precautions for Patients:**Because suicide is the tenth leading cause of death in America, The Joint Commission aims to assist all health care organizations providing both inpatient and outpatient care to better identify and treat individuals with suicide ideation. To help staff and clinicians in the early identification of patients at risk for suicide, please review the recently updated Institutional Handbook of Operating Procedures (IHOP) Policy on Suicide Risk Screening and Suicide Precautions for Patients at <https://utmb.us/2xr>. The policy contains information on using a standardized, evidence-based screening tool, as well as how to respond to patients with suicide ideation in ambulatory and inpatient settings. An Express In-service associated with this policy is available for all staff who may care for a patient at risk for suicide, accessible at the following link: <https://utmb.us/2xs>. For questions and comments, please contact Jennifer Bledsoe at jrbunden@utmb.edu or Jill Bryant-Bova at jnbryant@utmb.edu. **New appointments across the Academic Enterprise:*** **Robert J. Philpot**, PhD, PA-C, DFAAPA, has been appointed Chair of the Physician Assistant (PA) Studies Program and will join UTMB Dec. 15. Dr. Philpot brings more than 20 years of PA education experience and currently serves as the founding director and chair of Mississippi’s only PA program, Mississippi College. He is a Distinguished Fellow in the American Academy of Physician Assistants.
* **Diana Pressley**, MEd, has been appointed Associate Dean for Student Admissions and Affairs in the School of Nursing. Dr. Pressley joined UTMB earlier this month and has been with UT System for 10 years. She was most recently Executive Director of Student Affairs and Admissions with the Cizik School of Nursing, UT Health in Houston.
* **Ruth Levine,** MD, has accepted the position of Associate Dean for Student Affairs and Admissions for the School of Medicine, effective Sept. 1. Dr. Levine is a Professor in our departments of Psychiatry & Behavioral Sciences and Internal Medicine. Since 2013, she has served as Assistant Dean for Educational Affairs and Director of the Office of Clinical Education in the School of Medicine.
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