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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 | **May 23, 2019** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **Office of Student Affairs**Dr. Norma A. Pérez has been appointed a Fellow of the Sealy Center on Aging. Individuals are nominated and chosen by the Executive Committee based on their contributions to aging research, education, clinical care or administration at UTMB and in the Galveston community. [**Office of Career Counseling**](https://som.utmb.edu/student-affairs/academic-support-and-career-counseling/welcome-to-student-affairs)The [Office of Career Counseling](https://som.utmb.edu/student-affairs/academic-support-and-career-counseling/welcome-to-student-affairs) will host 2 Drop in Days, Friday, May 31 & Friday, June 7, 12 – 5 PM, Suite 1.206, for students with questions on Step 1. No appointment necessary. Faculty Advisors are needed. Training and stipend available. Please contact Dr. Pérez or 409.772.3558 if interested or with questions. **Employee Spotlight****If you have not done so already** Please send along your information (and don’t forget to upload a photo) via the form found here: <https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_M2ECYBTmEempUclRFxPosw/formtype/_dn1HoASZEempsq_jYOb_6Q/popupform>.  | **Congratulations to the 2019 Leone Award winner:**Vicky Easter, facility nurse manager for Correctional Managed Care at the Texas Department of Criminal Justice’s Lindsey Unit in Jacksboro, Texas, has been selected as the 2019 recipient of the Nicholas and Katherine Leone Award for Administrative Excellence. The award recognizes managers and supervisors who display the highest level of professionalism and includes a combined $7,500 monetary gift for the winning manager and department. For more information about the Leone Award and a complete list of 2019 nominees, see <https://hr.utmb.edu/tod/leone/>.**Retail food service Memorial Day holiday hours:** The holiday hours for retail food service vendors are as follows: **Galveston**John Sealy Hospital* Subway will be open from 8:00 a.m. to 11:30 p.m.
* Café on the Court, Chick-fil-A, and Starbucks will be closed

Jennie Sealy Hospital* Einstein Bros. Bagels will be open from 6:30 a.m. to 2:00 p.m.
* Hospital Lobby vending machines will remain open 24/7 with healthy selection options

Clinical Services Wing (CSW):* Sixth Floor Staff Lounge SmartMarket will remain open 24/7 with healthy options

Moody Medical Library:* Starbucks will be closed

Lee Hage Jamail Student Center* Joe’s Café will be closed

**League City Campus*** Einstein Bros. Bagels will be closed
* Vending machines will remain open 24/7

**Angleton Danbury Campus*** Bayou Café will be closed

**Clear Lake Campus*** The Grill will be open from 8:00 a.m. to 1:00 p.m.
* Starbucks will be closed
* Vending machines will remain open 24/7

**UTMB Police Department to host CALEA assessors:**As part of an accreditation renewal process, assessors from the Commission on Accreditation for Law Enforcement Agencies (CALEA) will arrive at UTMB’s Galveston Campus on June 2. The assessors will examine aspects of the UTMB Police Department’s policies and procedures, management, operations and support services to verify that the department meets the Commission’s national “best practice” standards for law enforcement. The UTMB Police Department must comply with standards as set forth by CALEA as part of a voluntary process to gain re-accreditation—a highly prized mark of public safety excellence. As part of the on-site assessment, UTMB employees and members of the community are invited to offer comments by telephone on June 3 from 1 to 3 p.m. at (409) 772-0663, an unrecorded telephone line. Comments also will be accepted at a public hearing on June 3 at 4 p.m. in Rebecca Sealy Building, Room 1.124, on the Galveston Campus. Comments, whether by phone or at the hearing, are limited to 10 minutes and are to address the agency’s ability to comply with CALEA standards. Written comments about the department’s ability to meet the accreditation standards should be submitted to the Commission on Accreditation for Law Enforcement Agencies (CALEA), 13575 Heathcote Boulevard, Suite 320, Gainesville, Virginia, 20155, or visit their website at [www.calea.org](http://www.calea.org).**Inaugural UTMB Cancer Resource Fair set for May 31:** The inaugural UTMB Cancer Resource Fair, which will feature vendors that can meet with patients, friends and family members, staff and the greater community, is scheduled for May 31 from 9 a.m. to 4 p.m. on the League City Campus, near the first-floor clinics entrance. For more information about the fair, contact Cheron Hillmon, ambulatory social worker for Oncology Services, at ckhillmo@utmb.edu or (832) 505-1917. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Congratulations to Graduate School of Biomedical Sciences graduates and awardees:**The Graduate School of Biomedical Sciences held its commencement ceremony May 17, awarding 28 master’s degrees, 34 Doctor of Philosophy degrees and three MD-PhD combined degrees. Dr. John Papaconstantinou, professor of Biochemistry and Molecular Biology, served as mace-bearer. GSBS awardees this year were:* **Distinguished Teaching Award:** Dr. Xiaoying Yu, assistant professor of Preventive Medicine and Community Health
* **Distinguished Faculty Service Award:** Dr. Pomila Singh, professor of Neuroscience, Cell Biology and Anatomy
* **Distinguished Faculty Research Award:** Dr. Rakez Kayed, professor of Neurology
* **Distinguished Alumnus Award:** Dr. Anthony Nicholas, class of 1987
* **Global Impact Award:** Dr. James LeDuc, professor of Microbiology and Immunology, and director, Galveston National Laboratory
* **Edith and Robert Zinn Professorship for Excellence in Mentoring:** Dr. Victor Reyes, professor, Departments of Pediatrics and Microbiology and Immunology

**Point-of-service collections and financial responsibility policy for all UTMB patients:**Effective May 1, there has been a renewed focus on point-of-service collections and patient financial responsibility for visits and procedures. At the time of registration, UTMB requests the following of all patients, including UTMB employees who are patients: (a) co-payments, (b) payment on any outstanding balance, and/or (c) a minimum deposit to be made by the time of service for any amount not covered by insurance, including deductibles and co-insurance. UTMB patients enrolled in MyChart have access to review and pay their health care bills online. This is the fastest, most efficient way for patients to take care of outstanding balances and make payments. An overview of the Patient Financial Responsibility Policy is available online at <https://www.utmbhealth.com/financial-responsibility-policy>.**REMINDERS****Emergency Classification and Acknowledgement Form:**The institutional deadline to complete the [2019 Emergency Classification and Acknowledgement Form](https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_2fXwMBYqEeaPsbyOXGb9YQ/flowtype/_QIqGMaQqEeWwb9eqGmEsIw/popupform) and to have it approved by your supervisor or faculty advisor is May 31. Please take a few minutes today to fill out this form if you have not already done so. The form is used to designate your classification during emergencies, and it may be accessed at <https://hr.utmb.edu/relations/emergency/>. You may also visit <https://www.utmb.edu/emergency_plan/> to view the video from the 2019 Emergency Preparedness Meeting and other available resources.**Handling media inquiries:**If you are contacted by a news reporter, news company representative or similar organization (such as an independent video producer), please immediately notify UTMB’s Media Relations team for guidance and assistance. The team is a part of UTMB’s Office of Marketing and Communications and routinely works with local, national and international media outlets to provide information to the public and is responsible for coordinating UTMB’s response to all media inquiries. In many cases, the team also must escort photographers and videographers while on UTMB property. In addition, if there is an event involving UTMB that may result in news coverage, call the media hotline at (409) 772-6397 at any time. Leave a message during evenings, weekends or holidays, and the on-call media relations team member will be notified and respond.   | **Take a minute now to set up your Office 365 connection:**SharePoint, OneDrive and the rest of Office 365 are coming to UTMB. If you haven’t already, it is recommended that you connect your UTMB credentials to the Office 365 environment right away, before you need to access or share a document via SharePoint or OneDrive. It’s easy to do, and takes just a few minutes. Visit [office.com](http://office.com) or [mymail.utmb.edu](http://mymail.utmb.edu) to start the process. Follow along with the [quick reference guide](https://ispace.utmb.edu/xythoswfs/webview/_xy-24292494_1) (PDF), and you’ll be done in no time. Questions? Email spo@utmb.edu.**In-person annual required training classes:**Each year, live annual required training classes are scheduled for those who prefer interaction with trainers rather than online learning. Reservations are not required. Interactive presentations from five facilitators will cover general compliance, Equal Employment Opportunity and Title IX regulations, Information Security, fire safety and threatening situations. All who attend the full session will be credited for the annual required training learning plan in the UTMB Learn system. All classes will be held on the Galveston Campus in Research Building 6, Room 1.206. The class schedule is:* **Thursday, June 20:** 2 to 4:30 p.m.
* **Monday, July 1:** 1 to 3:30 p.m.
* **Thursday, July 25:** 8 to 10:30 a.m.
* **Tuesday, August 6:** 2 to 4:30 p.m.
* **Friday, August 23:** 9 to 11:30 a.m.
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| **DID YOU KNOW?**The Sealy Institute for Vaccine Sciences (SIVS) was inaugurated in 2018 to expand the efforts begun in 2001 by the Sealy Center for Vaccine Development, helping to fund and further guide the development of preventive and therapeutic vaccines at UTMB. The institute is comprised of 70 faculty members who represent 12 School of Medicine departments, incorporating the expertise of more than 100 cutting-edge research programs. Among its major endeavors, SIVS is a designated World Health Organization Collaborating Center for Vaccine Research, Evaluation and Training on Emerging Infectious Diseases; it is one of only seven such centers worldwide. Learn more at <http://www.utmb.edu/sivs>. |