Ben

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

**TOPICS LEGEND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | | WEEKLY RELAYS | | **October 3, 2019** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Educational Affairs**    **Please mark your calendars for the**  **16th annual Curriculum Education Conference**  **scheduled for May 14, 2020 at**  **Moody Gardens Hotel and Convention Center**  **Office of Educational Development**  cid:image005.jpg@01D579D8.CC9CE9B0  **Utilizing Concept Maps**  **for Meaningful Learning**  At the conclusion of the workshop, participants will be able to:   * Discuss theories supporting concept mapping as a tool for meaningful learning. * Explain the key components of a concept map. * Evaluate the sophistication and quality of concept maps. * Create a properly structured concept map.   **Presenter:**  Christopher M. Messenger, PhD, MS, RD, LD, CNSC  **Location:** MMN 1.102  **Dates:**   * Monday, October 7th, 2019   4:00 pm – 5:00 pm   * Tuesday, October 8th, 2019   12:00 noon – 1:00 pm  **Employee Spotlight**    Please consider submitting your information and your favorite photo via the following link:  <https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_M2ECYBTmEempUclRFxPosw/formtype/_dn1HoASZEempsq_jYOb_6Q/popupform> | | | **2019 Campus Security Report, Fire Safety Report and Drug-Free Campus publications now available online:**  Each year, UTMB issues a campus security report outlining our crime prevention program, including statistics and vital safety information; a fire safety report, which provides fire safety policies and statistics for UTMB’s on-campus student housing areas; and a brochure with important messages on how to maintain a drug-free university. These publications offer a wealth of information concerning awareness and prevention of crime, building fires and related injury, and drug abuse. But most importantly, they tell you where to turn for help if you need assistance. The 2019 editions of the Campus Security Report, Fire Safety Report and Maintaining a Drug-Free Campus brochure have been posted on the UTMB website. The publications are offered for your review at <https://www.utmb.edu/security-safety>. If you do not have online access and would like a printed copy of these reports, contact the UTMB Department of Internal Investigations at (409) 747-5742.    **IN CASE YOU MISSED IT**  **Sept. 25 Town Hall meeting online:**  The President's Town Hall from Sept. 25 is now available online. During this latest Town Hall, UTMB President ad interim Dr. Ben Raimer was joined by Cheryl Sadro, chief financial officer, Dr. Charles Mouton, executive vice president, provost and dean of the School of Medicine, and Dr. Tim Harlin, executive vice president and CEO of the Health System, as they discussed a variety of topics, including financial results and mission-area updates. In addition, UTMB celebrated our latest Best Care achievement at the meeting. Watch it at <https://utmb.us/3ir>.  **REMINDERS**  **Annual employee evaluations:**  The institutional deadline to complete employee evaluations for FY19 is Oct. 31. An annual evaluation is required by the University of Texas System for all faculty and staff members hired on or before Feb. 28, 2019. To help ensure compliance with this system-wide directive, employees are advised to speak with their leadership regarding any entity or department specific requirements and deadlines. Employees may also visit <https://hr.utmb.edu/relations/performance/> for more information about the annual evaluation process. | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **REMINDERS** (continued)  **Help keep UTMB Flu Free**:  UTMB offers its employees, retirees and volunteers free flu shots each year to help prevent the spread of influenza. To prepare for the 2019–2020 flu season, quadrivalent influenza vaccine is available:     * **Angleton Danbury Campus Hospital:** Oct. 29 and 31 * **Clear Lake Campus Hospital:** Oct. 22 and 24 * **Jennie Sealy Hospital:** Oct. 15 and 17 * **League City Campus Hospital:** Oct. 8 and 10 * **UTMB Clinics and Inpatient Units:** Ongoing     See <https://hr.utmb.edu/ehc/flufree/> for more details about the vaccination locations and UTMB’s health care worker requirements for the 2019–2020 flu season.    **Flu shots for CMC employees:**  The deadline for this year’s flu immunization is Oct. 31, and UTMB CMC offers free flu shots to its employees each year. As a condition of continued employment, all health care workers must get an annual flu shot or formally decline the vaccination by signing the Seasonal Influenza Vaccine Declination Statement. If an employee receives a flu shot at a facility outside of UTMB, the employee must provide his/her supervisor or departmental flu champion with proof of vaccination. All employees are strongly encouraged to get vaccinated, unless prohibited for medical reasons. Once vaccinated (by UTMB or outside UTMB), staff must wear the “Flu Free 2019-2020” badge until the end of the flu season. The UTMB Office of Epidemiology determines when flu season begins and ends each year. Staff will be notified when the flu season begins and when flu precautions must be followed. Employees who did not receive the flu vaccine must wear masks, and facilities are reminded to send their Weekly Flu Log to the UTMB Employee Health Clinic via email each Friday to [CMCemphl@utmb.edu](mailto:CMCemphl@utmb.edu). | | | **Annual employee evaluations:**  Managers should be working on completing their employees evaluations in the ePerformance system. Please remember that the manager has to hit the “Complete” button, which will then move the employees’ evaluation from the “current” documents status to the “historical” documents status. | |
| **Update your online directory listing:**  Has your office moved? Do you have a new title or campus phone number? Not receiving mail at the proper location? UTMB’s online directory provides contact information (names, titles, department, campus addresses, mail delivery locations, phone numbers and email addresses) for all UTMB faculty and staff. Employees are reminded to review and update their personal listing in the online directory as necessary. Supervisors are strongly encouraged to provide assistance to those employees who do not have regular access to a computer during the workday. To update your online directory information, go to the [Online Directory](https://intranet.utmb.edu/directory/Default.asp#no-back-button), search your name and click on the “Edit My UTMB Info” button.  **DID YOU KNOW?**  UTMB uses specific location identifiers, called Location Codes or L-Codes, to know exactly where employees are located during their normal workday. L-Codes are used for various services across the university, including package delivery, building-specific UTMB Alerts notifications, annual space surveys and inventory of all assets. Your L-Code can be found on the center hinge of your office door or the main door nearest the entry to your work area. For questions regarding L-Codes, contact Sarah Gardescu with Portfolio Management at [sadardes@utmb.edu](mailto:sadardes@utmb.edu). | |