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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 | | **Jan. 16, 2020** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Instruction Management Office**  **The Instruction Management Office will soon be hosting the annual Course Directors Retreat**  ~  **Date:** Wednesday, February 12, 2020  **Time:** 8:00am-12:00pm  **Location:** Open Gates, Gold Room – 1st floor  **Officeof Educational Development**  There is still time to register for TECHTime!  Click on this link:  [**https://utmb.us/3py**](https://utmb.us/3py)    cid:image001.png@01D5CC72.698C5440  **Date: January 23, 2020**  **Times: 11:30-1:00 or 3:30-5:00**  **Location: Moody Medical Library Carruth Computer Lab 233**  Presenters: Kathleen M. Everling, PhD, Holly West DHED, PA-C & Mary Jo Urbani, MS    cid:image002.jpg@01D5CC72.698C5440  **Open to all Faculty & Staff!**  **Office of Clinical Education**    **POM3/POM4 Combined Dinner** on Wednesday, January 29, 2020 at The Doubletree Hotel in Houston, starting at 6:00pm  **Office of Academic Affairs**    The School of Medicine **Academic** **Affairs All-Star Award** (**AAA**) was created to recognize employees within Academic Affairs for going above and beyond.  Employees can be recognized by peers, subordinates and supervisors for their outstanding work and the **AA All-Star Award** can be utilized by any employee in any of the School of Medicine Academic Affairs departments (Office of Continuing Education, Educational Affairs, Educational Development, Instructional Management Office, Office of Clinical Simulation, Office of Clinical Education, Student Affairs and Physician Assistant Studies)  Employees who receive at least one **AA All-Star Award** will be recognized at the year-end Academic Affairs meeting.  Three winners will be randomly selected to attend a luncheon hosted by Dr. Woods  Each of you is encouraged to participate to honor a colleague for a job well done!  You can access the **AA All-Star Award** form here:  <https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_M2ECYBTmEempUclRFxPosw/formtype/_L3ZjEB6cEempsq_jYOb_6Q/popupform>    **Mark your calendars for the next**  **All Academic Affairs**  **Bi-Annual Meeting**  **Friday, March 6th from 2:30-3:30**  **Research Building 6, Room 1.206**  **There will be door raffles & snacks**  **as well as informational presentations!**  **Don’t miss it!** | | | **Monthly financial update—results as of Dec. 31, 2019:** For the month of December, UTMB’s adjusted margin was a loss of $13.8 million, which was $400,000 better than planned. Year-to-date was better than planned by $1.1 million with an adjusted margin loss of $28.1 million. Thank you for your ongoing efforts to manage expenses and improve the efficiency of our work to ensure the long-term success of UTMB’s mission.  **Video from UT System’s Jan. 9 open forum now available online**: A full recording of the UT System Jan. 9 open forum on the UTMB presidential search is now available for viewing online at <https://utmb.us/3px>.  **Upcoming change in Audit Services leadership:** Mark Stacey has been appointed interim vice president for Audit Services, effective Feb. 1. He will lead the department during the search for a permanent replacement for current vice president Kimberly Rogers, who retires Jan. 31. Mark, who has led Information Technology Audit Services at UTMB since 2017, has extensive experience in the field and will ensure our continued ability to maintain appropriate internal controls, effectively manage risk and operate with proper governance procedures. Congratulations to Mark on this appointment and to Kimberly on her retirement.  **Congratulations to MLK Community Service Award honorees:** Congratulations to this year's recipients of the Martin Luther King Jr. Community Service Awards at UTMB. The winners, who were announced at the annual awards luncheon on Jan. 14, are Dr. Prashant Rai, assistant professor in the Department of Neurology; Ali Cobey, Occupational Therapy student in the School of Health Professions; and Antonio Jimenez, a third-year medical student. The annual program honors and recognizes the contributions of UTMB faculty, students and staff who promote diversity, inclusion, community partnership, philanthropy and civic engagement.  **REMINDER**  **Call for energy savings ideas:** As part of UTMB’s initiative to become more energy efficient, Business Operations and Facilities established an Energy Savings Committee to assist in reaching a $500,000 energy savings goal in FY20. Members of the committee are John “Colin” Hartwell, Chris Robbian and Curtis Adkerson, all from within UTMB’s Utilities Department. The committee is asking employees on all campuses to help identify additional ways to save energy. All ideas are welcome. You may submit your idea through an easy-to-use web form or on the Business Operations and Facilities/Utilities web page <https://www.utmb.edu/bof/utilities/>. For more information on the program, please contact Sean Finegan at [skfinega@utmb.edu](mailto:skfinega@utmb.edu). | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **\*\*Important Information Services updates\*\***  **Online training session on SharePoint content sharing and permissions set for Jan. 23:**  The SharePoint transition team and UTMB’s vendor partners will host an in-depth, online-only Skype presentation on access permissions and content sharing within SharePoint. The training is set to begin at 10:30 a.m. on Jan. 23 and will cover a variety of topics. Information needed to join the virtual meeting, including the Skype link and conference ID is included below. The session will be recorded and made available later on the Office 365 web site at <https://www.utmb.edu/o365>.  **Skype link**:  <https://meet.utmb.edu/techtalk/8SQ62ZQ9>  **Join by Phone**  Number: 409-266-2120  Conference ID: 785650  **User folders in iSpace moving to OneDrive**: The final phase of the migration from iSpace to SharePoint will begin in a few days when the SharePoint transition team starts copying individual iSpace user folders into OneDrive. ***Employees will receive an email notifying them of their specific folder migration date***. For more information on how to access your OneDrive files once they have migrated and more, visit the OneDrive page on the Office 365 web site: <https://utmb.us/3qc>.  **UTMB transitioning from Outlook PST files to O365 Online Archives**: As part of the Exchange Online migration, UTMB is transitioning from the use of Outlook Personal Stores (PST files) to O365 Online Archives for long-term email storage. While PST files will continue to function for now, the creation of new PST files in Outlook will be disabled on Feb. 1. For more information or to begin moving your PST content into your online archive space, contact the IS Service Desk at (409) 772-5200 or (888) 898-2401.  **Encryption software upgrade rolling out soon**: In order to keep our computing environment secure and in accordance with UT System Policy, UTMB encrypts the hard drives on all desktop and laptop computers. Information Services implements and manages hard drive encryption using Dell Data Protection Encryption (DDPE) software. On January 27, IS will begin ***remotely*** deploying a DDPE upgrade, to ensure our environment is current and compatible with newer versions of Microsoft Windows. There’s no action required by employees to complete this upgrade, although computers must be powered on and connected to the UTMB network. For more information, contact the IS Service Desk at [(409) 772-5200](tel:(409)%20772-5200). | | | **Retail food service hours for Martin Luther King Jr. holiday:**  **Galveston**  John Sealy Hospital   * Subway will be open from 8 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 p.m. * Hospital Lobby vending machines will remain open 24/7 with healthy 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   Health Education Center   * Gourmet Burger Grill 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 open from 7 a.m. to 1 p.m.   **Clear Lake Campus**   * The Grill will be open from 8 a.m. to 1 p.m. * Starbucks will be closed * Vending machines will remain open 24/7 | |
| **DID YOU KNOW?** UTMB will serve as a hub for volunteers during the Jan. 23 Point in Time (PIT) counts occurring across Galveston and Brazoria counties. An annual initiative that’s held in communities across the United States, the PIT Count provides a valuable snapshot of what homelessness looks like on a single night for the surveyed area. The local effort is coordinated by a planning committee that consists of representatives from approximately 40 agencies across Galveston and Brazoria counties—including UTMB—that provide services to individuals and families who experience homelessness. In preparation for the event, nearly 370 bags containing socks, snacks, blankets, gloves, scarves, canned goods, water, hygiene kits and more have been prepared for distribution to individuals in need. To learn more about this program and how it helps identify service needs required to work toward ending homelessness, watch the video available online <https://youtu.be/UBOBYyPHkOs>. | |