

This Communication Bulletin is focused on specific Department related activities and issues. Specifically:

#1. New e-mail contact info for Trevor Young and his assistant Kusuma Chaganti

#2. Videoconferencing Facilities at Detwiller

#3. IT related news for the Department

- A. Move to Vista
- B. Thinking about purchase a new computer?

#4. IT related information and statistics for the Department

#5. Communications Strategy - Working Group

#6. UBC and Faculty of Medicine Policies & Guidelines (reimburesements) - travel and other

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#1. New e-mail contact info for Trevor Young and his assistant Kusuma Chaganti

Effective immediately, please use the following e-mail addresses for Trevor and Kusuma:

Trevor Young (confidential e-mail address) - Trevor.Young@ubc.ca  
Kusuma Chaganti - Kusuma.Chaganti@ubc.ca

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#2. Videoconferencing Facilities at Detwiller

Videoconferencing facilities are available for general departmental use in room 1C13 in Detwiller on Thursdays. Point-to-point IP (to connect to other academic sites) and Multipoint ISDN (to connect to provincial hospital sites ) are possible through this system.

To book this room and equipment, e-mail psybook@interchange.ubc.ca or visit [http://www.psychiatry.ubc.ca/about/Room\\_and\\_Audio\\_Visual\\_Bookings.htm](http://www.psychiatry.ubc.ca/about/Room_and_Audio_Visual_Bookings.htm)

The department IT team provides support for this system to department members (contact - psychIT@exchange.ubc.ca or phone 604-827-5695)

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#3. News from the IT Team

A. Move to Vista

Notifications of required operating system upgrades have been communicated to department members when they logged in to the department network. This

upgrade is necessary as the current operating systems being used and supported on the department networked will no longer be supported with patches etc.. This will result in several computers having to be removed from the department network (the reading room computers) as it is not cost-effective to updated these older computers to the required standard. These computers will still be available for use and will still be able to access the internet. However, they will not have access to the department network or other network resources (i.e. printers).

The cost to users will be \$98 per computer for the Vista upgrade license plus any hardware that may be required to make the computer Vista compatible, typically additional RAM. The department's IT team will be providing the technical expertise and man power in doing these upgrades. The IT team has started testing Vista (the new operating system) in the department's computer environment and hope to have this upgrade completed on all computers by the end of September 2007 .

For more information, please contact Colin Bryant at [breyeant@interchange.ubc.ca](mailto:breyeant@interchange.ubc.ca)

B. Thinking about purchasing a new computer?

If you are thinking about purchasing a new computer and connecting it to the department network, please contact Technical Support at [PsychIT@exchange.ubc.ca](mailto:PsychIT@exchange.ubc.ca) for assistance to ensure that you get the best price with the most cost-efficient set up and support for your new computer and that your needs can be met within the Department policies with regards to hardware and software that can be used on the department computer systems.

The Department has standardized desktops and computers. This has resulted in the IT team being able to negotiate better pricing, provide better support for these systems (because they are familiar with the specific system) and keep the set up costs of new systems low. Non-standard computers will be charged an additional \$74 to cover the costs of the two mandatory computer management software packages and they take longer to prepare and set up for the department computing environment. In addition, non-standard computers will generally take longer to repair/fix.

Please consult with Technical Support before purchasing new PDA's, computer hardware and software, etc.... they can save you money and time in the long run.

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#### #4. IT related information and statistics for the Department

Some interesting statistics regarding IT in the Department:

In 2006

- 46 new computers were prepared and set up for Department members by the IT team

- 103 desktop computers, 55 notebooks, 4 servers and numerous other devices (printers, etc.) were supported by the IT team

(this is a 31% increase from 2005)

- 1/3 of the IT team's time is related to updating and maintaining common/shared systems and resources such as security patch distribution to desktops, maintenance of the centralized antivirus software, shared software maintenance and support, networking, server maintenance, web, firewalls, etc..

- 2/3 of the IT team's time is devoted to end user support and computer moves

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#### #5. Communications Strategy - Working Group

A working group will be formed to review communication methods used within the department (website, e-mail, meetings, newsletters, etc.) and to identify ways in which these can be improved. More information regarding this working group will be send out over the next few weeks. If you are interested in participating in this working group or have any comments and ideas that you want to share around communications, please contact Colleen Tinline at [ctinline@interchange.ubc.ca](mailto:ctinline@interchange.ubc.ca)

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#### #6. UBC and Faculty of Medicine Policies & Guidelines (reimburesements) - travel and other

We have been asked to remind individuals of several UBC and Faculty of Medicine Policies and Guidelines, specifically related to entertainment and travel expenditures.

UBC policies can be found at

<http://www.universitycounsel.ubc.ca/policies/policies.html>.

- We would specifically like to draw your attention to Policy #83 which covers travel and related expenses.

The Faculty of Medicine policies and procedures can be found at:

[http://www.med.ubc.ca/faculty\\_staff/policies-procedures.htm](http://www.med.ubc.ca/faculty_staff/policies-procedures.htm)

- We would specifically like to draw your attention to the Entertainment and Travel Expense guidelines posted here

We want to ensure that those travelling for UBC business purposes and/or paying for entertainment expenses are aware of the limit on reimbursements that they may receive due to these policies and guidelines.

For more information about these policies and other finance related issues, please contact Vicky Yau (Dept. Finance Manager) at [vyau@interchange.ubc.ca](mailto:vyau@interchange.ubc.ca) or 822-7734.