Andy Moon, Technical Services Specialist 4, University Information Technology

Blocking Illegal Music and Movie Downloads
- On July 21, 2016, UIT will begin blocking all Bittorrent music and movie downloads on the UH wireless network because many of these downloads are illegal due to copyright infringement.
- Sometime in the future, UIT will also block Bittorrent downloads on the UH wired network.
- Bittorrent uses pier-to-pier technology to download various files from multiple computers, instead of from a single server, which makes tracing and stopping the downloads more difficult. Pier-to-pier technology is not illegal in and of itself but makes stopping illegal downloads more difficult.
- UH employees and students who need to use Bittorrent for legitimate downloads can still use a wired computer for now.
- When UIT blocks Bittorrent on wired computers, UIT will provide a form for users to request permission to use Bittorrent for legitimate downloads. Permission may be granted to one or more computers, as needed.
- Blocking Bittorrent downloads on the wireless network will improve campus WiFi performance, especially in areas where downloads are more concentrated, like the MD Anderson Library. It will also improve IT security by reducing exposure to dangerous files that contain viruses or malware and reduce the number of related investigations that IT has to perform.

Roland Bourque, Key Access Services Supervisor

Campus-wide Key Audit
- In October 2016, UH will conduct its first campus-wide key audit. Certifying signatories will assign a primary and secondary (optional) key auditor for their departments using the "Key Audit" icon in Access UH. The key auditors will receive an email with instructions.
- On October 1, key auditors can print a report of the keys assigned to employees in their department. On October 3, key auditors can begin updating the list of keys held by employees, as well as keys added, lost, or returned to Key Control.
- A UHPD case number is not required for lost keys identified during the audit.
- For returned keys, notify Key Control how many small envelopes are needed to return keys. Print the list of returned keys and attach the envelope(s) containing the returned keys. Call Key Control to pick up the returned keys or drop them off at Key Control. Do not send them through the inter-office mail.
- The deadline to complete the key audit is October 31, 2016.
- When the audit is complete, the responsible certifying signatory for the department will receive a confirmation email with a list of the changes (keys added, lost, or returned) reported by the key auditor. The certifying signatory will verify the changes are correct.
- The key audit will be conducted annually.
- See attached Key Audit Instructions and Key Audit Overview presentation.

Zachary Armitstead, Risk Management and Insurance Specialist
Risk Management Survey
- Zach will email a link to a short, online survey to the college/division administrators. The purpose of survey is to provide feedback to Risk Management about questions, concerns, and training needs departments have concerning the role of Risk Management.
- Based on survey responses, Risk Management will contact colleges/divisions/departments beginning in September to conduct training and answer questions.
- Risk Management recently moved its offices to the basement of E. Cullen close to the Treasury Department. The Director of Risk Management, Wayne Brown, reports to the Treasurer, Robbi Puryear.

Mike Glisson, Assistant Vice President for Finance and Controller

Copier Contract
- Following a recent RFP for copier service, JBCR Inc., DBA Skelton Business Equipment, will be awarded the next copier contract. Skelton Business Equipment provides a full range of Sharp copiers.
- Mike is working to sign the contract with Skelton as quickly as possible. The contract will begin August 1, 2016 and will run through July 31, 2019 with an option to extend to July 31, 2021.
- Departments will continue to use their Xerox copier until the lease or maintenance agreement expires. Afterwards, they will switch to a Sharp copier provided by Skelton.
- Mike will email instructions within the next few days about how departments should transition from Xerox to Sharp at the end of their lease, rental, or maintenance agreement.