



**CTC**  
**EAGLES**

CTC's accessible education supports student success, completion and employability.

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**Return to campus/HR reminders**

CTC is currently in Phase 2 of its return-to-campus. An initial group of full-time personnel has returned onsite to support limited delivery of services on campus and improve productivity of full-time staff unable to work effectively from home. Part-time employees may return to work onsite with deputy chancellor approval.

Employees may not return to campus until they have completed the required training, signed the Employee Affidavit and received an email from Human Resources stating they are clear to return to campus. Employees must also access the Employee Affidavit after viewing the PowerPoint training presentation as the eForm requires employees enter a passkey located on the training.

The Safe Practices for Returning to Campus During the COVID-19 Pandemic training is available online at [COVID-19 Employee Return to Work Training](#). At the end of the training, employees must complete the Employee Affidavit eForm before returning to work.

The self-assessment checklist [COVID-19 Daily Self-Assessment](#) should be viewed daily to ensure it is safe for you to be on campus. The checklist asks a series of questions to assess your exposure, symptoms and travel restrictions.

If you have been diagnosed with COVID-19, been exposed to anyone with COVID-19 in the past 14 days, have had known close contact with someone who believes they may have COVID-19 or is being tested for the virus or exhibiting any signs or symptoms, you must complete the self-reporting eForm which can be found on Etrieve at [Employee Self-Reporting Form](#).

HR reminds employees to report personal travel to other countries and U.S. territories (Guam, American Samoa, Puerto Rico, U.S. Virgin Islands and Northern Mariana Islands) using the self-reporting e-Form before the expected travel is to take place.

Employees are encouraged to visit the [frequently asked COVID-19 HR questions](#) on the website if they have questions about CTC policies and practices regarding COVID-19.

The return to campus plan can be found on the COVID-19 Employee Information webpage ([ctcfacstaff.ctcd.edu/covid-19](http://ctcfacstaff.ctcd.edu/covid-19)). Questions about the return to campus plan can be directed to David Hickman, director - Risk Management/COVID-19 liaison, at ext. 3028 or email [CTCReopening@ctcd.edu](mailto:CTCReopening@ctcd.edu).

The COVID-19 crisis is a fluid situation dictating possible changes throughout the reopening process. While the information contained in the return to campus plan is designed to keep everyone as safe as possible, each employee is responsible for helping ensure our students, employees and visitors are protected while strictly adhering to these protocols. Employees with questions about their work schedule should contact their supervisor.

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### **COVID-19 information link**

Employees should refer to the COVID-19 Employee Information page for information on the return to campus plan, mitigation FAQs for employees, visitor/ vendor affidavit requirement, employee affidavit, self-reporting form, employee return to work training, employee daily self-assessment and more. <https://www.ctcfacstaff.ctcd.edu/faculty-staff/covid-19-employee-information/>.

A video on the fall 2020 return to campus has also been posted on YouTube: <https://youtu.be/pUOePo6PedQ>

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### **New class delivery**

Based on the current spike in COVID-19 infections, CTC will introduce synchronous (real-time) virtual classes for the fall semester to replace lecture courses. This class format provides real-time virtual attendance at specific days and times in addition to online and blended class formats. Faculty can interact live with their students in a virtual environment and students can complete assignments and additional study outside the class session. These classes are currently in the process of being loaded to WebAdvisor where they will be denoted as SVL (lecture) or SVX (lab).

Some departments will continue to offer "blended" courses combining necessary face-to-face class time in small groups with online content.

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### **Open enrollment**

The ERS open enrollment period is now open through July 17. This is an opportunity for employees to make changes to their insurance coverage for the new plan year without a qualifying life event. The elections made during summer enrollment will become effective September 1, 2020.

Employees are encouraged to complete the election during open enrollment online through ERS at [https://benweb.ers.texas.gov/psp/bprd\\_1/?cmd=login&languageCd=ENG&](https://benweb.ers.texas.gov/psp/bprd_1/?cmd=login&languageCd=ENG&). If you do not have an online account setup through ERS, you can both register or reset your password through the link above. If you have any trouble accessing ERS online, HR can email you an enrollment form and then enter your elections for you once you complete the form and email it to [benefits@ctcd.edu](mailto:benefits@ctcd.edu).

If you do not wish to make any elections, no action will be required on your part. If you do wish to make changes and complete your elections through ERS online, please notify the Benefits team of your changes by emailing [benefits@ctcd.edu](mailto:benefits@ctcd.edu). This will ensure your benefits are entered promptly for payroll deduction purposes. If Employee Benefits is not notified promptly of any changes, backdated adjustments to the account for those changes will have to be entered.

The new rates for the next plan year are available online at <https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Faculty%26Staff/Ratesheet-PY21.pdf>.

Questions should be directed to HR at ext. 1307, 1305, 1352 or 1253.

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### **Texflex update**

Employees are reminded to use their TexFlex accounts by August 31, 2020. New updates have been made to TexFlex in response to COVID-19 and are listed below. These updates are retroactive to January 1, 2020.

TexFlex has reinstated debit cards suspended from January 2020 through March 2020. Employees will now have 180 days from the date their card was originally suspended to submit their documentation to WageWorks. Send the required documentation in today to avoid having your card suspended.

Employees with questions about the debit card or the substantiation process, should log in to their TexFlex account or contact TexFlex Customer Care toll-free at 844-884-2364 (TTY: 711), Monday – Friday, 7 a.m. – 7 p.m. CT.

The Coronavirus Aid, Relief and Economic Security (CARES) Act allows for the following changes to flexible spending accounts (FSA):

Over-the-counter (OTC) drugs and medicines no longer require a doctor's prescription in order to be paid for or reimbursed through an FSA. This means participants in a health FSA can now use the benefit to pay for OTC items like cold medicine, allergy medicine and pain relievers without having to make an extra trip to the doctor to receive a prescription. This new guideline is effective immediately and is retroactive to January 1, 2020.

Menstrual care products are now eligible to be paid for or reimbursed through an FSA, HRA or HSA. This will allow participants in health FSAs to use their benefit to pay for menstrual care products which are described as "tampon, pad, liner, cup, sponge or similar product used by individuals with respect to menstruation" as they will now be considered qualified expenses. This new guideline is effective immediately and is retroactive to January 1, 2020.

Because all transactions are verified by IRS, WageWorks advises to keep your receipts

for card swipe validation purposes. These new updates should help with utilizing earned TexFlex funds.

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### **Payroll reminders**

Human Resources has issued the following clarification regarding the use of summer (SUMR) hours. If you take time off the day before or the day after the day SUMR hours are being used, you must have pre-approval or provide a doctor's note to be paid for the SUMR hours. Your supervisor shall include a note on the leave form the time off was pre-approved or you must attach a doctor's note. If you do not have pre-approval or a doctor's note, you will not be paid the SUMR hours for that week.

Also, July 3 was a holiday and should be submitted as HOLI not SUMR hours when completing timesheets.

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### **Furniture reminder**

Facilities Management announced there is no longer sufficient time before the end of the fiscal year to purchase furniture through KI. Those wishing to make year-end purchases of a HON office task chair may still do so this week. However, the vendor must receive the PO not later than this Friday, July 17, to ensure delivery before the end of the fiscal year. To request a quote, contact Conny Green at ext. 1541.

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### **Holiday schedule 2020-21**

Human Resources recently announced the holiday schedule for full-time employees during fiscal year 2020-2021.

Labor Day – Monday, September 7  
Columbus Day – Monday, October 12  
Veterans' Day – Wednesday, November 11  
Thanksgiving – Monday-Friday, November 23-27  
Christmas/New Year's – December 21 – January 1  
Martin Luther King, Jr. Day – Monday, January 18  
Presidents' Day – Monday, February 15  
Spring Break – Monday-Friday, March 15-19  
Good Friday – Friday, April 2  
Memorial Day – Monday, May 31  
Independence Day – Monday, July 5

Full-time employees must be employed by March 1 to be eligible for payment for the spring break holidays and must be employed by November 1 to be eligible for payment for the Thanksgiving and Christmas/New Year's holidays.

This holiday schedule is not applicable to CTCD employees employed under the Services Contract Act, where a specific wage determination applies. These employees will receive paid holidays in accordance with wage determination.

See HR Policy #310 for more guidance on holidays.

Some of our contracts may require we observe a different holiday schedule. In those instances, our work schedule should compare to that of the customer. Any variations to this schedule will require prior approval by the dean of the operating units.

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### **HR announcement**

PeopleAdmin was recently updated and the email notifications are now working. All email responses coming from the system will be addressed noreply@peopleadmin.com including the updated password reset. If you would like to control what emails you receive from the system, you can Opt Out of emails by clicking the My Profile selection in the top right corner once you have logged in. your Questions should be directed to Shelly Gonsalves at ext. 1304 or email [shelly.gonsalves@ctcd.edu](mailto:shelly.gonsalves@ctcd.edu).

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### **Webex-to-Facebook live**

The CTC Live! Webex-to-Facebook live sessions continue this week. The purpose is to provide students information on various academic departments and available student services and give them a chance to get real-time answers to their questions. The upcoming schedule is as follows:

Tuesday, July 14; 10 a.m.; Fort Hood campus; <http://ctc4.me/FtHood>

Tuesday, July 21; 10 a.m.; Kinesiology department; <http://ctc4.me/Kinesiology>

Previous sessions can be viewed at <https://www.ctcd.edu/students/ctc-live/>

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### **College for Kids**

The Continuing Education College for Kids program continues in July. In partnership with Black Rocket, a national leader in technology education for youth, CTC is offering virtual live-online summer camps for youngsters age 8-14 throughout the summer in topics such as coding, game design, eSports, virtual reality and more. The second round of July classes starts today, July 13. For the summer schedule and the complete catalog of classes, visit <https://blackrocket.com/online/ctc>.

More details are available at on the CTC news page

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-offering-college-for-kids-classes-online/>.

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### **Eagles' Nest/Eagle Aid**

Employees who need assistance or know of a student in need of the Eagles' Nest food pantry, please email eaglesnest@ctcd.edu and request assistance. Arrangements will be made for food pick up.

Also, for any currently enrolled student, CTC has received emergency relief funds from the Texas Higher Education Foundation to help students continue their education. The Eagle Aid Emergency Fund is designed to provide emergency assistance to students dealing with COVID-related circumstances negatively impacting their academic success and completion of their degree/certificate with Central Texas College. Eligibility Requirements include:

Student must be currently enrolled and seeking a degree, certificate of completion or Continuing Education certification from CTC while maintaining a GPA of 2.0 or higher. Current scholastic standing of record will be taken into consideration for calculating final GPA.

For more information including all eligibility requirements and application, visit <https://www.ctcd.edu/about-ctc/ctc-foundation/eagle-aid/>.

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### **DEET/Blackboard update**

DEET has added an option to the Blackboard My Institution page to provide each faculty member a list of his/her ISD students. The information is only available to the individual instructor. It is suggested faculty members use the information to populate a column in their Blackboard gradebook for easy reference during the course. After logging in to Blackboard, visit the faculty resources of the My Institution page to access the High School Students option.

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### **Library update**

The library is looking for poets and aspiring poets to participate in a virtual poetry slam later this year. Poets should upload a three-minute video of them reading or performing their own poetry on a Google drive and upload the link to [referencerequest@ctcd.edu](mailto:referencerequest@ctcd.edu). Submissions are being accepted through July 30. Participation in the slam or judging counts toward scholarship opportunities.

The videos will then be published on the library YouTube channel at 6 p.m. on September 17. Slam judges will then decide the winners. Questions can be directed to 254-526-1621 or email [referencerequest@ctcd.edu](mailto:referencerequest@ctcd.edu).

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### **News briefs**

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-hvac-and-diesel-industrial-tech-programs-receive-honors/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-college-for-kids-continues-in-july2/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-police-academy-cadets-complete-training/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-outlines-return-to-campus-for-fall-semester/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-opens-fort-hood-campus-fall-registration/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-summer-ii-industrial-technology-classes-include-hands-on-labs/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-among-10-best-online-community-colleges-in-texas/>

<https://www.ctcd.edu/news-events/texas-campus-news/events-calendar1/>

<https://www.ctcd.edu/students/ctc-live/>

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