



CTC
EAGLES

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

LINKS OF INTEREST:

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THIS WEEK'S STORIES

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Reminder from chancellor

Given the need to remain cautious and proactive in avoiding the spread of COVID-19, we will continue to work remotely through June 30. The exception to this directive is essential work activity as deemed necessary by your dean or associate deputy chancellor with the approval of the responsible deputy chancellor. While on campus, it is recommended you wear a fabric face covering in areas where you are unable to practice social distancing.

The administration is currently working on a plan to reopen the campus. Thank you in advance for your support as we manage the many moving parts associated with this task. Our goal is to reopen the campus in a safe and responsible manner, which means you are very critical to the success of this effort.

Stay healthy and stay safe. We will get through this.

For information and updates on COVID-19, visit <https://www.ctcd.edu/health-alert/> and the following resources:

[Helpful Links and FAQs](#)

[Student Support Resources](#)

[Instructional Department Contact Information](#)

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Board workshop

The CTC Board of Trustees will hold a remote workshop tomorrow, Tuesday, May 19 at 1 p.m. The workshop will be conducted by videoconference or telephone call. Scheduled items on the agenda include the Associate Degree in Nursing program in Fredericksburg and sponsorship funds.

Members of the public may access the CTC board workshop via telephone toll-free at 1-415-655-0001; meeting number 926 427 192. Anyone wishing to address the

CTC board of trustees regarding an item on the agenda can email CTC at debra.havens@ctcd.edu by 11 a.m. Tuesday, May 19. The comments will be read at the workshop.

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Safety precautions

The Department of Nursing and Allied Health has also provided a series of health safety how-to videos to help keep us safe as more businesses, restaurants and other entities begin to open. CTC reminds you to still use safety precautions when you are out and about.

<https://www.youtube.com/watch?v=xTzjrFfOs-w&list=PLPswCS3r5VQVpjBjp5kKWF0dFWCEZMaE2>

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Eagles' Nest food give-away

The Eagles' Nest Food Pantry will hold a food distribution this Friday, May 22 from 9 a.m. – 12 p.m. in the parking lot of the Clear Creek Building (Bldg. 136), located on the corner of Clear Creek and Central Texas College Dr. Current CTC students and employees in need of nonperishable food items are welcome to participate. Enter the parking lot from Central Texas College Dr. and you will be directed to a parking space by a CTC police officer. A volunteer will give you a "shopping list" to complete. Please choose ONLY those items you/your family need and will use. You will not have to exit your vehicle. The volunteer will take your completed list to the pantry where your order will be bagged then returned to your vehicle. Once you receive your items, you will be directed out of the parking lot. Our volunteers will practice social distancing as well as wear gloves and masks. All items received in the food pantry have been sanitized for your protection. We ask you respect the safety of our volunteers and others by remaining in your vehicle.

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Killeen Chamber

Automated emails were recently sent to many CTC employees regarding membership in the Greater Killeen Chamber of Commerce. There is no need for individual employees to respond. CTC pays the annual membership fee to the Chamber on behalf of employees who use chamber services and attend their events.

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Graduation

The CTC spring 2020 graduation ceremony was postponed as the school remains closed during initial stay-at-home order initiated by the COVID-19 pandemic. These graduates will now be recognized during the fall commencement ceremony scheduled for December 10 at the Bell County Expo Center. The list of graduates can be found online at

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-recognizes-spring-graduates-ceremony-moved-to-december/>

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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. This week's schedule is as follows:

Tuesday, May 19: Industrial Technology; 10 a.m.

Wednesday, May 20: Aviation; 10 a.m.

Wednesday, May 20: Ask The Faculty; 2 p.m.

Friday, May 22: Culinary Arts; 11:30 a.m.

Some of the previous sessions are available at:

Veterans Services - <https://www.youtube.com/watch?v=MKYUFYBobsW>

Business Administration - <https://www.youtube.com/watch?v=UZjPaO2SGwg>

Financial Aid - <https://www.youtube.com/watch?v=ZzFljDu3sk8>

Math - <https://www.youtube.com/watch?v=ZJcuc3H1JkE>

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Continuing Education

The Continuing Education department is offering 10 free self-paced tutorial (SPT) courses which include a mix of hard and soft skills that apply to today's changing job market which could prove vital for both job seekers and those currently employed. The courses can be leveraged to enter the workforce or for career advancement.

The available courses are:

Creating Web Pages

Creating WordPress Websites

Fundamentals of Supervision and Management

Twelve Steps to a Successful Job Search

Keys to Effective Communication

Managing Customer Service

Marketing Your Business on the Internet

Personal Finance

Small Business Marketing on a Shoestring

Individual Excellence

These courses are offered free through June 30. Register at

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Wifi access

CTC is offering wifi internet access from parking lot F1 between the Residence Hall (Bldg. 120) and Student Services (Bldg. 119) on the central campus between 7 a.m. and 9 p.m. daily. Wifi access is available to students and employees on the CTC_Open network and employees only on the Faculty_Staff network. Users must adhere to the following guidelines:

You have the option to remain in your vehicle or within six feet of your vehicle while adhering to social distancing guidelines:

Keep a distance of six feet between yourself and others

Cover your mouth and nose when you cough or sneeze

Stay home when sick or if other family members are sick

Your vehicle must remain off when not in operation

No music is allowed when using the wifi service

The campus is closed. Therefore, building restrooms are not available for use.

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Free stream of shows

The Mayborn Science Theater is offering a variety of shows which can be streamed free from its website. Viewers can watch from home on their tablet, computer or other streaming devices at their leisure, any time day or night. In addition, several coloring sheets, word games and other challenges are available online for youngsters. Visit www.starsatnight.org to see a list of the shows and activities and click on your choice.

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Holiday

CTC will be closed Monday, May 25 in observance of the Memorial Day holiday. Administrative offices will re-open remotely on Tuesday, May 26.

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Summer hours

CTC will observe summer hours starting the week of May 25. All full-time CTC employees will work 36 hours each week and take off four hours of paid summertime each week. Full-time employees who work less than 40 hours per week, the summertime will be prorated based on the hours normally worked per week. CTC will continue this summer schedule through Friday, August 14.

For many employees, this means working nine hours each day Monday through Thursday and taking four hours off on Friday. Supervisors with employees that work eight hours each day or have modified schedules will need to adjust schedules to accommodate the summertime hours.

The four hours normally worked will be listed as SUMR on timesheets. This time cannot be saved for use after the summer or taken all at one time. Supervisors with employees who normally work eight hours each day may combine SUMR hours to allow employees to take eight hours of SUMR every other week. If an employee uses leave without pay for more than 18 hours in a week, they are not eligible to receive the four summertime hours for that week. The Independence Day July 4 holiday will be observed on Friday, July 3 which means holiday hours will be used that day instead of summer hours.

Employees must submit a written statement from an appropriate licensed healthcare provider if they call in sick without prior approval the day before or day after summertime hours are scheduled. This change may also affect the schedules of part-time staff and require supervisors to make adjustments to schedules.

Different schedules may be required for some of our contracts. In those situations, our work schedule should match that of the customers and will be coordinated by each supervisor.

The summer hours schedule is not applicable to CTCD employees employed under the Services Contract Act, where a specific wage determination applies.

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STARLINK

STARLINK, a free online webinar source for community colleges in Texas, now offers the following topics:

Returning to the Workplace: Empathy for Others

Adopt an attitude of gratitude with the tips and techniques presented in this Raising Resiliency series. The Power of Gratitude course will teach you how to give and receive sincere gratitude. We'll discuss the importance of creativity in employing different forms of gratitude to best suit different types of employees. As a result, those around you will feel truly appreciated, improving both your personal and working relationships.

Returning to the Workplace: Change Management & ResilienceR

We all know people who seem resilient and able to carry on in the face of difficulties. They allow a little stress to help them maximize their perseverance, be creative, and learn from the experience. This course presents ways to be more resilient in the face of difficulties. You will learn how to persevere and leverage stress to your advantage by practicing and focusing on your intended performance.

Returning to the Workplace: Staying Focused

How do you focus in a noisy work environment? If you're working in cubicles or an open office plan, this can be a real struggle. So in this program, we'll take a look at some tactics to try to help you focus in a loud workplace. We'll go over setting expectations, using headphones, finding a quiet space, working remotely, and more.

Returning to the Workplace: Collaborative Space Etiquette

We'll talk about the importance of personal space, allowing others to work, and avoiding the temptation to unleash a string of ill-tempered cursing - which means,

yes, this course has some extensive bleeping. Another training course from The Jeff Havens Company, where we offer serious solutions in a seriously funny way.

Returning to the Workplace: Staying Healthy At Work

This course explains how to keep your work environment clean and hygienic. Part of the Health & Wellbeing series, this 5-minute course includes an engaging animated video with audio narration, a quiz, and downloadable support documents for easy reference and review.

Returning to the Workplace: Virtual Collaboration

Managing a remote team can be challenging and requires you to adapt your leadership style. This module looks at some key tips for leaders who are new to managing remote teams.

Returning to the Workplace: Organizational Agility

A high degree of organizational agility can help a company react successfully to the emergence of new competitors, the development of new industry-changing technologies, or sudden shifts in overall market conditions. This lesson explores the SEAL model that helps promote organizational agility.

Employees can use their CTC Email address to create a user profile in STARLINK

1. www.starlinktraining.org
 2. Click on members area and log into your account
 3. Click on watch now
- For login assistance [click here](#)

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News briefs

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-recognizes-spring-graduates-ceremony-moved-to-december/>

<https://www.ctcd.edu/news-events/texas-campus-news/registration-continues-online-for-ctc-summer-classes/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-nurses-answer-covid-19-call/>

<https://www.ctcd.edu/news-events/texas-campus-news/students-speak-out-on-math-classes-online/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-summer-semester-goes-online-with-many-virtual-classes/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctcs-smith-wins-award-for-educational-service-to-veterans/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-professors-use-technology-creativity-to-engage-with-students/>

<https://www.ctcd.edu/news-events/texas-campus-news/ctc-summer-semester-registration-opens-monday-april-6/>

<https://www.ctcd.edu/news-events/texas-campus-news/byways-now-available-online/>

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