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

**LINKS OF INTEREST:**
- Faculty/Staff Webpage
- Dining
- Web event Calendar
- Employee Training Calendar
- News and Events
- Referrals
- Faculty/Staff Information Guide
- Alumni
- Mayborn Science Theater
- KNCT
- Office Technology
- Library

**THIS WEEK’S STORIES**
- Tax forms . . . (more)
- Pension plan sessions . . . (more)
- Hospitality update . . . (more)
- Evaluation reminder . . . (more)
- Executive order . . . (more)
- HR reminder . . . (more)
- Library update . . . (more)
- KNCT . . . (more)
- CTC Live! . . . (more)
- Disability Support . . . (more)
- Dining . . . (more)
- Spring break . . . (more)
- GoArmyEd update . . . (more)
- Daylight Saving Time . . . (more)
- Board workshop . . . (more)
- IT update . . . (more)
- Training . . . (more)
- Continuing Ed . . . (more)
- Mayborn Science Theater . . . (more)
- News briefs . . . (more)

**Tax forms available**
In addition to the W-2 forms, Payroll announced the 1095-C forms are also now available on WebAdvisor. To access the form online, an employee must have given 1095-C consent. Log on to WebAdvisor, click the Employee tab, click on the Eagle Employee Self Service link, click Tax Information then click on 1095-C Information. The 2020 form is listed under 1095-C Statements. If you have not given consent, you can click the Change Preferences button and select the statement which says you want it in electronic format, then click Save. Once you give consent, you will be able to print the form by selecting the year needed and the form will populate in PDF format. For employees who have not given consent, the 1095-C form was mailed via U.S. Post at the end of February.

**Counseling sessions**
Employee Benefits announced TIAA phone/virtual counseling sessions for participants of the Qualified and Supplemental Pension Plans will be held on the following dates during the spring semester.

Tuesday, March 23; 8:30 a.m. - 4:30 p.m.
Wednesday, March 24; 8:30 a.m. - 4:30 p.m.

Register at www.tiaa.org/schedulenow or call toll-free 800-732-8353, Monday – Friday, 7 a.m. - 7 p.m. CST.
Patio Café and Sweet Retreat Bakery opens
The Hospitality department will open the Patio Café Cuisine Nights dining series on Friday, March 26 with curbside pick-up service only. Diners can call in their orders as much as two weeks in advance and arrange for a pick-up time at the CTC Student Center between 5 and 6:30 p.m. the day of the dinner. Orders will be delivered to their vehicles. A different international cuisine prepared by students in the Intermediate Food Preparation class will be offered every two weeks during the semester. The first dinner features an Indian cuisine. To place an order and pick-up time, call 254-526-1263. Upon arrival at the Student Center, call 254-681-0845 for food delivery.

The Sweet Retreat Bakery will open every Tuesday/Thursday from 8:30 – 10:30 a.m. in the culinary arts area of the Student Center. A variety of breakfast items and treats will be available for carry-out. A new menu of treats will be available each week. Items may be ordered in advance by emailing Guadalupe.bluhmdesaldivar@ctcd.edu.

Evaluations
Human Resources reminds supervisors employee evaluations are due soon:

Staff - all full-time and part-time, non-faculty annual performance evaluations for both salaried and hourly employees must be completed and received no later than March 22. The review period will be from the date the last annual review was done to March 2021. If a staff member had an evaluation on October 1, 2020, or after, an evaluation does not have to be completed until next year. If their last evaluation was prior to October 1, 2020, another evaluation needs to be done.

Faculty - evaluations must be completed by May 1 for all full and part-time faculty in their first year of employment with CTCD, those in their third year of employment or who have been in a non-evaluation status for two years.

Training for supervisors on writing performance evaluations is available online. Please click on the link below for your particular training. Staff evaluations: https://youtu.be/2Jm45ReKoP4 Faculty evaluations: https://youtu.be/hGOA9mfoMW4

Executive order
Last week, Governor Greg Abbott issued Executive Order No. GA-34 relating to the opening of Texas in response to the COVID-19 disaster. The order goes into effect March 10, at 12:01 a.m. and includes lifting the mandate on wearing face coverings. The executive order does allow institutions of higher education to establish minimum standard health protocols.
While the CTC administration anticipates additional guidance and/or recommendations from state agencies on this topic, the current CTC health and safety protocols will remain in effect until further notice. Therefore, students, faculty, staff, vendors and visitors are required to adhere to these protocols, which include wearing masks. The safety and welfare of the entire CTC community remains our top priority.

**Self-reporting reminder**

HR reminds all CTC employees they are required to immediately self-report any type of COVID-19 related exposure, including if exposure occurs during nights and weekends. COVID-19 exposures include those involving you and other co-workers, students, customers, vendors, family members, friends and all others. If you are exposed, do not come to work/campus. If you are at work, you must leave work/campus immediately and fill out the COVID-19 Employee Self Reporting Form in Etrieve. When filling out the form, please use an email address in which you have constant access.

For all employee COVID-19 related questions or concerns, please contact Jackie Thomas, EEO, via email at jacqueline.thomas@ctcd.edu or call ext. 1391.

**Library update**

View the current library newsletter online at [https://guides.ctcd.edu/c.php?g=940831](https://guides.ctcd.edu/c.php?g=940831).

The library will host several virtual events in the coming weeks:

March 9: Poetry Slam; 12-2 p.m.; [www.facebook/CentralTexasCollege](http://www.facebook/CentralTexasCollege)

March 22, 23, 25, 29, 30: Women’s History Month series; 12 p.m.; [www.facebook/CentralTexasCollege](http://www.facebook/CentralTexasCollege)

**Membership drive**

KNCT-FM 91.3 continues its spring membership campaign this week. A tax-free membership donation will help keep our community entertained and informed with the simply beautiful music and programs such as AP News, Sock Hop Saturday Night, The Softer Side with Carl Rossi, Science and the Sea, Bill Hecke’s Weather Center and many more. Various membership levels and payment plans are available. New or renewing members will receive a commemorative gift of their choice starting at the $60 membership level.
**Webex-to-Facebook live**
The next CTC Live! sessions feature Financial Aid and Veterans Services:
March 9 – Financial Aid; 10-11 a.m.; watch on Facebook or participate at [http://ctc4.me/FinancialAidInfo](http://ctc4.me/FinancialAidInfo)
March 11 - Veterans Services; 10-11 a.m.; watch on Facebook or participate at [http://ctc4.me/VetServices](http://ctc4.me/VetServices)
All previous CTC Live! sessions are available online at [https://www.ctcd.edu/students/ctc-live/](https://www.ctcd.edu/students/ctc-live/).

**DSS newsletter**
Disability Support Services recently posted its quarterly newsletter online. It is available at [http://ctc4.me/DSSnewsletter](http://ctc4.me/DSSnewsletter).

**Dining**
Great Western Dining is open and serving lunch and breakfast for dine-in and takeout. The regular breakfast (8-11 a.m.) and lunch (11 a.m.-2 p.m.) [menu](http://ctc4.me/DSSnewsletter) is available online.

**Spring break**
The Central campus and Service Area sites will be closed next week, March 15-19, for spring break. Classes will resume and administrative offices will be available Monday, March 22. During the week, students will be able to use the CTC WebAdvisor system to register for eight-week courses which start the week of March 22.
The campus library will also be closed during the week, but students can still access CTC’s virtual library services. Online technical support through the Distance Education and Educational Technology department will be available.
The Fort Hood campus will be open during regular business hours of 7:30 a.m. – 4:30 p.m. and students can register for the spring II semester which starts March 22.
GoArmyEd update
The Army discontinued the GoArmyEd website and processes on February 11. Soldiers no longer have access to request Tuition Assistance (TA) until March 8 at which time the new ArmyIgnitED website is scheduled to launch. With the start of ArmyIgnitED, soldiers will apply for admissions and register via CTC’s various systems. While Army’s systems are changing, Army policies will continue to be enforced. To assist soldiers, a transition information page has been created at https://www.ctcd.edu/AmyIgnitED-Transition.

Spring forward
Daylight Saving Time begins this weekend. Employees are reminded to set their clocks forward one hour before retiring Saturday night.

Board workshop
The February/March workshop of the Board of Trustees will be held Tuesday, March 23 at 1 p.m. The live stream will be available at https://ctc4.me/boardw032321.

IT update
Last week, IT announced Office 365 users with a ctcd.edu account will need to use their CTC e-mail password to log in to Office 365. Office 365 login authentication will now be synched to the IT Division’s internal servers. This change only affects Office 365 users. Also, IT will migrate to Microsoft’s spam and email quarantine service in the coming weeks. All faculty and staff members should receive an email with a link to Office 365 where the Exchange Online filter will be located. Users will once again have access to their own quarantined messages via Office 365.

Training
The Employee Training and Technology department will present the next “Training and Technology Live” YouTube webinar tomorrow, Tuesday, March 9, at 2 p.m. The topic is “Date and Time Functions in Microsoft Excel.” Learn about how Excel sees dates and times and see demonstrations on how to use some of the more popular DATE functions. To access the webinar, use https://youtu.be/VTphcFWU-mc.
If you have a topic you would like to see presented on Training and Technology Live, please submit your requests at [http://bit.ly/3ozjGKx](http://bit.ly/3ozjGKx).

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**Continuing Education**

The Continuing Education spring 2021 course schedule is now available online. A variety of professional development, workforce training and personal enrichment courses are being offered. Several of the upcoming courses include:

- **March 9:** CompTIA Network+ with exam Voucher; SVL through April 8; M/W; 6-9 p.m.; $1,345
- **March 22:** SCWK 2007 Social Problems; mirror class online through May 14; $285
- **March 22:** PSYT 1092 Psychology of Personality; mirror class online through May 14; $285
- **March 23:** Zumba; Tuesdays through April 13; 6 - 6:30 p.m.; $19
- **March 24:** Hoop Dance; Wednesdays through April 14; 6-7 p.m.; $35

To register for any class, call ext. 1586.

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**Mayborn Science Theater**

The Mayborn Science Theater is closed temporarily while repairs and cleanup are being made to the Technology Center. An estimated re-open date is this Saturday March 13. If the theater is able to re-open, the Saturday show schedule would be:

- 11 a.m. – “Kaluoka’hina: The Enchanted Reef”
- 12 p.m. – “Khrumka and the Magic Rocket”
- 1:30 p.m. – “Pandas: The Journey Home”
- 2:30 p.m. – “Two Small Pieces of Glass: The Amazing Telescope” and “Solar Quest”
- 4 p.m. – “Tales of the Maya Skies”
- 5 p.m. – “Natural Selection: Darwin’s Mystery of Mysteries”

The weekday matinee show for March 17 is “IBEX: Search for the Edge of the Solar System.” Show time is 3:30 p.m.

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**News briefs**
