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

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**Chancellor message**
In case you missed it, here is last week’s message from Chancellor Yeonopolus:
https://www.youtube.com/watch?v=W5DekYgwwN8

**Firearms Carry Bill**
The 2021 87th Texas Legislative recently passed House Bill 1927, also known as the Firearm Carry Act of 2021. This new law becomes effective on September 1, 2021, and governs the carrying of a firearm by a person who is 21 years of age or older and not otherwise prohibited by state or federal law from possessing a firearm. While H.B. 1927 allows an individual to carry a handgun without a License to Carry (LTC) in most situations, several existing laws, including Senate Bill 11, limit the carrying of a concealed handgun on CTC’s premises to LTC holders only. CTC’s safety policy #131 and Human Resources Management policy #716 will continue to restrict concealed carry while on campus to LTC holders only. CTC is working to educate students and employees about the new law but it is ultimately each individual’s responsibility to know and adhere to CTC policy and Texas state law related to carrying a firearm.
For more information, click https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/safety-and-security/campus-carry-implementation/
Board workshop
The CTC Board of Trustees August workshop is tomorrow, August 17 at 1 p.m. It will be available live at https://www.youtube.com/watch?v=KOSkDYcwltc.

Pre-service
Faculty pre-service training will be held August 18-19. The general sessions will be virtual from 8 a.m. – 3:30 p.m. and can be accessed at https://ctcd1.webex.com/ctcd1/j.php?MTID=md69e8ba7b60cfc0bbd51bbf967c73912.

Fort Hood campus update
To celebrate the return of students back to campus, the Fort Hood campus will hold a Welcome Home Bash on Wednesday, August 25 from 11:30 a.m. – 1:30 p.m. in the main lobby of Bldg. 3201 on 72 Street. The event features games, prizes and student information.

Payroll reminder
Payroll Services reminds hourly employees to submit all weeks that fall within the pay period even if the days are on the weekend. For example, period 8/1 - 8/15/21 will have three weeks. The third week is 8/14-15 which is a weekend. Employees still need to submit the third week and it must be approved even if the employee did not work those weekend days. Failure to submit each week of the pay period results in an incomplete timecard. Also, if employees do not work during the pay period, no entry is needed nor should the employee enter a zero for the days/week. Self Service will process blank time cards. Questions can be directed to Payroll Services at ext. 1384.

Warehouse update
The Inventory Control department announced the warehouse team will clean out and reorganize the long-term (climate-controlled) storage area of the warehouse through August 20. A warehouse team member will soon reach out to all departments who have items stored in this area. Departments contacted will have 30 days to schedule an appointment to come to the warehouse and inventory all items being stored. Items which no longer need to be stored should be identified and can be either disposed of or delivered to their department. For items which need to remain in storage, a long-term storage request form will be required with an itemized list of items to be stored. Items not claimed by a department within the time frame will be auctioned or thrown away based on resale value.
Departments can schedule an appointment by emailing Shipping and Receiving at SReceiving@ctcd.edu or calling ext. 1801.

Shipping and Receiving reminder
All items to be purchased within the Fiscal Year 2020-2021 must be received at the warehouse by the end of business on Tuesday, August 31, 2021. During the past year, there have been longer-than-normal shipping delays, so employees are asked to make the necessary adjustments accordingly. Items received after Tuesday, August 31 will be held at the warehouse until a new purchase order or blanket purchase order has been created in the new fiscal year.

Print Shop update
The Reprographics department (Print Shop) announced all print jobs/requests must be emailed to printing.department@ctcd.edu. Do not send orders or requests to Chad Sappenfield’s email. Those emails will go unanswered. Currently there is only one employee working in the Print Shop, so please be patient with the completion of your printing requests.

QPP
If you are a full-time employee in a non-wage-determined position, and if you have a full-time hire date from March 2, 2020, to September 1, 2020, you will begin to participate in the CTC Employees’ Pension Plan and Trust (QPP) effective September 1, 2021. QPP is the in-house IRS Section 401(a) pension plan. Your payroll deduction will be six percent of eligible earnings, and CTC’s contribution will be seven percent of eligible earnings. Participation is mandatory as a condition of employment and enrollment is automatic for all eligible employees. Employees will receive an Enrollment Confirmation Packet from TIAA in the mail. Please verify your mailing address on Webadvisor. For QPP information, go to the pension plan web page, [http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/employee-benefits/pension-plans](http://ctcfacstaff.ctcd.edu/faculty-staff/human-resources/employee-benefits/pension-plans), or call Employee Benefits at ext. 1416.

Dining
Great Western Dining is open Monday–Friday from 8 a.m. – 2 p.m. A breakfast buffet is now available Tuesday – Friday from 8-10 a.m. for $5.95, plus tax. A lunch buffet is also available Monday – Friday from 11 a.m. – 2 p.m. for $6.95 plus tax. A new buffet menu will be featured each day. Lunch delivery is available. Orders must be placed before 10:30 a.m. and deliveries will begin at 12 p.m. Dinner will be available again starting August 23. To order lunch delivery or place dinner orders, email GWDFood.Delivered@ctcd.edu or call ext. 1844. The current menu is
Self-reporting
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.

CTC Live!
The next CTC Live! sessions are:
August 18: Engineering; 1:30 p.m.; https://ctc4.me/Engineering
September 1: Using Blackboard; 2 p.m.; https://ctc4.me/Blackboard

All sessions will also be streamed live at https://www.facebook.com/CentralTexasCollege
All previous CTC Live! sessions are also available online at https://www.ctcd.edu/students/ctc-live/.

Condolences
Retiree Ella Teague passed away last Thursday, August 12. Her 36-year CTC career began as an instructor in the Kinesiology department in 1968 and then she retired as department chairperson in 2004. Funeral services have not been announced.

Welcome Bash
Student Success and Persistence will host a Welcome Bash on Thursday, August 26 from 9:30 a.m. - 1:30 p.m. in the campus mall area between the library and Student Center. The theme of the event is Passport to Success. All departments are invited to participate by hosting an information table or other activity. To sign up, RSVP to https://centraltexascollege.secure.force.com/surveys/?id=a3N1I000000MJwtUAG. Questions can be directed to Morgan Powell at mpowell@ctcd.edu or ext. 1357.
Library news
Hobby Memorial Library invites faculty members to share the following information with their students about the available resources:

Paper mentoring – the student’s paper is reviewed and suggestions provided [https://www.ctcd.edu/academics/library/research-assistance-paper-review-service/](https://www.ctcd.edu/academics/library/research-assistance-paper-review-service/)

What’s a citation and how do you write them? [https://www.ctcd.edu/academics/library/citation-resources/](https://www.ctcd.edu/academics/library/citation-resources/)

Researching and writing papers - Email [referencerequest@ctcd.edu](mailto:referencerequest@ctcd.edu) or check out the how-to videos at [https://www.ctcd.edu/academics/library/video-tutorial-guides/](https://www.ctcd.edu/academics/library/video-tutorial-guides/)

Shortcuts to your research study guides - [https://guides.ctcd.edu/?b=s](https://guides.ctcd.edu/?b=s)

Cricut machine, Autocad, drawing pad, iPad, computers, medical models or free scanner are available for both faculty and students.

Practice tests in Learning Express Library are available at [https://www.ctcd.edu/academics/library/databases/](https://www.ctcd.edu/academics/library/databases/). Login with your CTC ID.

In-person, in-class or virtual seminars that cover research techniques, database and book searching, citation resource, plagiarism information and tips on writing a paper are available. To request a seminar for your students, fill out the request form at [https://docs.google.com/forms/d/e/1FAIpQLSfTPgVbwCViXZAjbQ-ruQr8nZJX8DqLhHK9eP6bfttaBNvBVg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfTPgVbwCViXZAjbQ-ruQr8nZJX8DqLhHK9eP6bfttaBNvBVg/viewform).

The library also offers a Faculty Resource Center where faculty members can have their own office at the library complete with a computer.

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Career Closet
The Eagle Career Closet is available to current students who may not have access to professional attire for interviews, career fairs or the workplace. Donations of clean, gently-used professional attire for both men and women are being accepted. There is shortage of women’s clothing (size small or sizes 10 and below). Donations can be made at Career Services (Bldg. 253E, Suite 6). Email Career Services at [career.center@ctcd.edu](mailto:career.center@ctcd.edu) or call ext. 1106 for more information.

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EagleMail update
As of July 28, retroactive to July 1, new students who have enrolled in a credit course will receive an EagleMail account approximately three days after the course census date. CTC experienced a large influx of fake applications and, unfortunately, many who received CTC emails used them to send inappropriate text messages and emails. Due to the severity of the problem, we deactivated the emails of all applicants who had not yet enrolled by June 28, 2021. Employees who receive inquiries should direct students to the IT help desk at either [help.desk@ctcd.edu](mailto:help.desk@ctcd.edu) or 254-501-3101 to request reactivation of their student email account. The Admissions department has put in place anti-fraud systems to try to prevent this from happening in the future.
Events calendar
To keep up with the latest CTC events, visit the online Calendar of Events at https://www.ctcd.edu/locations/central-campus/campus-activities-calendar/ or the list of events at https://www.ctcd.edu/news-events/texas-campus-news/events-calendar1/.

Facilities update
Facilities Management announced Federal Pacific electrical panels will be replaced in the Mayborn Telecommunications (Bldg. 216) through August 31. During this time, temporary power will be provided but some areas may experience power outages. KNCT-FM, public radio for central Texas, will remain on the air during the project.

Continuing Education
The Continuing Education summer 2021 course schedule is available online. A variety of professional development, workforce training and personal enrichment courses are being offered. Several of the upcoming courses include:
August 17: PMP Exam Boot Camp; T/TH through September 14; 6-10 p.m.; $859
August 23: CYBINT Cybersecurity Bootcamp; M-TH through Feb. 25, 2022; 6-10 p.m.; $3,999
August 23: Lean Six Greenbelt; M-F through Aug 27; 8 am.-5 p.m.; $949

The fall 2021 schedule will be available the last week of August at www.ctcd.edu/ce. Registration starts August 24. To register for any class, call ext. 1586.

Mayborn Science Theater
This week’s weekday matinee features:
Wednesday, August 18 – “We Are Astronomers” 1:30 p.m.

The Saturday matinee schedule is:
11 a.m. – “Legends of the Night Sky: Orion” and “Legends of the Night Sky: Perseus and Andromeda"
12 p.m. – “Secret of the Cardboard Rocket"
1:30 p.m. – “Astronaut"
2:30 p.m. – “Seeing: A Photon’s Journey Across Time, Space and Mind”
4 p.m. – “Black Holes: The Other Side of Infinity” and “Dark"
6:30 p.m. – “Cosmic Origins Spectrograph"
7:30 p.m. – “Laser Green Day” laser light show

Laser Friday is August 27:
6 p.m. – “Laser Vinyl”  
7 p.m. – “Laser Rock”  
8 p.m. – “Laser Metallica”

Warren’s Star Tour is Saturday, August 28 at 6:30 p.m. pre-empting the regular scheduled show.

News briefs

https://www.ctcd.edu/news-events/texas-campus-news/fall-registration-continues-for-ctc-service-are-sites/

https://www.ctcd.edu/news-events/texas-campus-news/mayborn-science-theater-announces-august-shows/

https://www.ctcd.edu/news-events/texas-campus-news/grant-assistance-to-cover-ctc-tuition-for-eligible-students/

https://www.ctcd.edu/news-events/texas-campus-news/reservations-being-accepted-for-fall-student-housing/

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

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