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

United Way
Help change the story for many in your community by contributing to CTC’s United Way campaign. More than 20 agencies in Killeen, Copperas Cove, Fort Hood, Harker Heights, Lampasas and Nolanville benefit from your generosity and help the less fortunate provide basic needs for their families. Please consider one of the three donation options: automatic deduction from your pay, a one-time cash or check donation or donate up to 24 hours of annual leave. You can also direct your donation to the CTC Foundation by filling in the “Other Nonprofit Agency” space or specify another non-profit organization to receive your donation. If you do not receive the information or if you have questions, contact Debbie Havens at debra.havens@ctcd.edu.
Board meeting
The October meeting of the CTC Board of Trustees is now available online at https://www.youtube.com/watch?v=IwZKH50YmE.

Patio Café
This week’s Patio Café lunch features a Cajun/Creole cuisine. Lunch will be served Tuesday/Thursday, November 1/3, from 12 – 1:20 p.m. in the Southwest Dining Room of the Student Center.

The next Patio Café Cuisine Nights dinner will feature an Italian cuisine on Friday, November 18. Dinner is from 5:30 – 7 p.m. in the culinary arts area of the Student Center. The menu will be posted the week of the dinner. Reservations are required and can be made by calling ext. 1515.

TIAA counseling sessions
Participants of the Qualified and Supplemental Pension Plans can now schedule TIAA counseling sessions which are now available with limited appointments. Register at www.tiaa.org/schedulenow or call toll-free 800-732-8353, Monday – Friday, from 8 a.m. to 8 p.m. EST. Counseling sessions will be held:
Wednesday, November 2; in-person; 8:30 a.m. - 4:30 p.m. Building 557, Room C118
Thursday, November 3; in-person; 8:30 a.m. - 4:30 p.m. Building 557, Room C118
Tuesday, December 6; phone/virtual; preferred phone number and email needed
Wednesday, December 7; phone/virtual; preferred phone number and email needed

First Friday
Student Services invites all employees to attend the First Friday Webex session, “Overview – Apply Texas Application,” this Friday, November 4, at 7:35 a.m. Join the session at https://ctcd.webex.com/ctcd/j.php?MTID=m3af72f12461e2a1aa8c747262f165b3d.

Eagle Life
The latest edition of Eagle Life is now available at https://www.youtube.com/watch?v=-mSuCrfPSu4.

ZAP Award
The Student Success Advisory Team is currently accepting nominations for the ZAP Award which is presented for outstanding contributions to student success and recognizes faculty, staff and administrative or academic departments who are committed to student success through their actions and deeds. Employees are encouraged to make nominations for the Zap Award using the nomination form at [https://forms.gle/Hi5hKTbKGAcMAva6](https://forms.gle/Hi5hKTbKGAcMAva6).

**HR policy updates**

Human Resources announced the following policies have recently been updated:

- No. 100 Employment Status and Classification
- No. 113 Department Chair Selection Procedures
- No. 120 Hiring Documents
- No. 160 Instructional Personnel – Qualification & Approval Procedures
- No. 250 Dress Code
- No. 310 Holidays
- No. 360 Sick Leave
- No. 361 Sick Leave - Part-Time Employees
- No. 400 Instructional Employee Compensation
- No. 420 Hourly Non-Exempt Employee Compensation
- No. 425 On-Call Incentive Pay
- No. 555 Educational Benefits Program Full-Time Employees
- No. 556 Educational Benefits Program Part-Time Employees

The updated policies are effective immediately and can be found on the Faculty and Staff website. Please review the policies and direct any questions to Human Resources Management.

**Faculty in-service**

The spring semester faculty in-service planning committee is seeking individuals to provide a 50-minute workshop which will take place from 1 - 4 p.m. on Tuesday, January 10. To access the workshop facilitator application, visit [https://forms.gle/LwMyJfhVrWckdemZ8](https://forms.gle/LwMyJfhVrWckdemZ8). Faculty, administrators and staff are encouraged to apply.

**Thanksgiving meal**

CTC will hold its 26th annual Thanksgiving Day Meal on Tuesday, November 8 in the Anderson Campus Center from 10:30 a.m. – 2 p.m. The menu consists of turkey, beef eye of the round, ham, sweet potatoes, mashed potatoes with mushroom brown gravy, corn, green bean casserole, ambrosia salad, mixed green salad, corn bread dressing, cranberry sauce, yeast rolls, assorted desserts – apple, pumpkin and pecan pies bread pudding and cookies, sweet and unsweet iced tea, Lemonade, water and coffee.

Tickets can be purchased in the cafeteria for $5 each. Tickets are free with every donation of
Guest artist
The Fine Arts department will host a guest artist concert tomorrow, Tuesday, November 1, featuring euphonium player Matthew Kundler and collaborative pianist Michelle Schumann. The concert will be in the Anderson Campus Center starting at 7:30 p.m.
Kundler, adjunct professor of tuba and euphonium at the University of Mary Hardin-Baylor, has performed with the International Contemporary Ensemble, Chicago Brass Band, the BackBurner! Tuba Ensemble (the only professional tuba ensemble in the U.S.), the Georgia Brass Band and the Civic Orchestra of Chicago. He was also the featured soloist in the Brass Band of Huntsville, the Mt. Prospect Wind Ensemble, the University of Alabama Brass Ensemble, the Wheaton Municipal Band, and Northwestern University’s Symphonic Wind Ensemble.
Schumann, a fixture in Austin’s music scene, is the artistic director of the Austin Chamber Music Center and serves as professor of piano at the University of Mary Hardin-Baylor. She has performed internationally at festivals in Turkey, Slovenia, England, Scotland, Germany, Italy, Austria, France and Canada. She has also performed nationally at the Austin Chamber Music Festival, Tanglewood, Round Top, Long Beach, the Massachusetts Museum of Modern Art, Victoria and Keystone Festival.
Tickets for the guest artist concert are $5 per person and can be purchased at the door. Proceeds benefit the CTC Concert Series Music Scholarship Fund.

Great Western
The Snack Bar is open from 7 a.m. – 4:30 p.m., Monday through Friday, along with the Breakfast Buffet (7-10 a.m.); the Pizza Station (M/W); the Deli Station (T/TH) and lunch deliveries.
Lunch 11 a.m. – 2 p.m.
Dinner 4:30 – 6:30 p.m.
Snack Bar 7 a.m. – 4:30 p.m.
The dining menu is available here.

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.

Upon the onset of COVID-19 symptoms or a positive test, employees are to immediately self-
report. Do not report to work. Employees with positive tests must receive written clearance with a specific return to work date.

Jackie Thomas, in Human Resources, will notify employees via email when they will be allowed to return back to work/campus.

Once employees receive an acknowledgment from HR (Jackie Thomas), employees must comply with the following:
- Provide proof of hospital/doctor/lab testing or a doctor’s note immediately.
- Immediately submit leave forms.

The employee’s supervisor is required to notify Jackie Thomas immediately via email of an APPROVED remote work schedule.

Employees are required to update Jackie Thomas via email every Monday, Wednesday and Friday by 8 a.m. of their status.

Once a doctor’s note with the specific return to work date is provided, the updates are not required.

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.

CHIP
HR recently announced CTC employees are eligible to apply for the federal Children’s Health Insurance Program (CHIP). CHIP is not connected to ERS. Approval or being dropped from CHIP or Medicaid is a qualifying life event (QLE) but being denied for CHIP or Medicaid is not. For certain employees and their dependents who are eligible for both an employer-sponsored health plan and for Medicaid or CHIP, the Children’s Health Insurance Program Reauthorization Act (CHIPRA) permits state Medicaid programs to reimburse their premium payments if they participate in the employer’s health plan, rather than participating directly in Medicaid or CHIP.

If interested in any information on any of these programs, please visit the CHIP website, https://www.medicaid.gov/chip/index.html or https://www.hhs.texas.gov/services/health/medicaid-chip/medicaid-chip-programs-services/programs-children-families/childrens-medicaid-chip.

Condolences
Central Texas College extends its heartfelt sympathies to the family of Bill Alexander, deputy chancellor emeritus – Texas Campus Operations and Distance Learning, who recently passed away. Funeral services are this Friday, November 4 at the Oak Hills Church in San Antonio, 19595 I-10 W at 1:30 p.m. In lieu of flowers, the Alexander family respectfully requests contributions in Alexander’s memory be made to the Central Texas College Foundation – c/o Bill Alexander Scholarship Fund. Financial contributions can be made online at https://www.ctcd.edu/about-ctc/ctc-foundation/ways-to-give/c or sent via mail to the Central Texas College Foundation, Attn: Foundation Office in c/o Bill Alexander Scholarship Fund, P.O. Box 1800, Killeen, Texas 76540.

Employee awards
Nominations for this year’s employees and department of the year awards are currently being accepted. A total of six awards will be presented: one salaried and one hourly full-time employee from:
Continental, Europe, Navy and Fort Hood campuses
Academic Central Campus employees
Non-academic Central Campus employees
The objectives of the awards system are to:
1. Recognize full-time employees who have made year-long sustained contributions to the betterment of Central Texas College District.
2. Establish role models by indicating to all employees, the characteristics we as an organization value.
3. Improve morale by providing recognition to those really special employees who have been selected.
4. Recognize a department which best exemplifies the spirit of dedication and support which we would like to hold up as an example.
The criteria for selection will be the employee’s/department’s sustained contribution to the goals and objectives for the past year. This is not an award for a one-time act, but for continued contributions for the entire year.
The nomination forms are now electronic Etrieve forms. The forms can be found by entering ‘nomination’ in the Etrieve search box. Nominations of employees may be made by any employee and must be approved by the employee’s supervisor. The nomination deadline is November 30.
The winners will be announced during the Employee Service Awards ceremony on Friday, December 16 in the Anderson Campus Center.
Questions should be directed to Nikki Lane at ext. 1492.

Congrats
All employees are Congratulations to Sergeant Dexter Ferdinand – campus police, who was recently named Law Enforcement Officer of the Year by the Mt. Hiram Masonic Lodge No. 595. Sgt. Ferdinand, a graduate of the CTC Police Academy, has been a member of the CTC campus police since 2019.

P20 Conference
All employees are invited to attend the P20 Workforce Readiness Conference this Friday, November 4 from 7:30 a.m. – 12 p.m. at the University of Mary Hardin-Baylor (Bawcom Student Union Building; McLane Great Hall E). Registration is open at https://bit.ly/P20Conference.
The conference goals are to break down barriers and bridge gaps for a seamless transition for central Texas students from pre-k, throughout their educational journey, into the workforce. The P20 Council works to bring together business leaders and educators from across the region for an interactive, conversation-style event giving business leaders the opportunity to let educators know the needs of employment today. The meeting agenda is as follows:
7:30 - 8 a.m. - Registration, breakfast and college representatives are available to answer questions about programs and opportunities
8 - 8:15 a.m. - Welcome
8:15 - 9 a.m. - Business Partners Panel
9 - 9:45 a.m. - Best Practices and Opportunities among Secondary and Higher Education
Institutions
9:45 - 10 a.m. - Break
10 - 10:30 a.m. - Labor Market and Occupational Growth Updates
10:30 - 11 a.m. - Social and Mental Health
11 a.m. - 12 p.m. - Nuclear Power Institute - Partnerships with STEM programs

For more information, contact Angela Reese at ext. 1284.

Student reminders
Employees are asked to remind students:

Registration for the spring 2023 semester is now open on Eagle Self-Service.

Career Services along with the Business Administration and Paralegal department will host a “Meet the Broker” event November 8 from 5:30 - 7:30 p.m. in Room 244 of the Mayborn Science Theater. Former, current and future real estate students are invited to meet local brokers and discuss hiring processes, qualification requirements and networking for their future,
For more information, contact Keisha Holman at ext. 1147.

Giving Tree
CTC will host a Giving Tree to help employees in need during the holiday season. CTC parents or co-workers can submit a Giving Tree nomination form for any child of a CTC employee in need - ages infant to 18 years old. Nominations for the Giving Tree are due to Human Resources (Bldg. 557), Room C108 by 5 p.m. on November 2. The nomination form is available online at https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Faculty%26Staff/Giving%20Tree%20Nomination%20Form%202022.pdf.

The Giving Tree will be set up at the Thanksgiving meal on November 8 which will contain an ornament with the child’s first name, age and wish list. Employees can then select the ornament of the child they wish to help. There is a $50 spending limit for each child. No high-priced items such as game systems, phones or computers should be requested. Inappropriate items that are requested will be removed from the list before being presented to the sponsor.

Gifts must be new (no used items) and sponsors are asked to purchase age-appropriate gifts. No movies, games or clothing with explicit lyrics or warning labels should be purchased. Please do not purchase any toys that could be misconstrued as weapons (i.e. guns, knives, etc.). Gift cards are allowed but the preference is for each child to receive a wrapped gift.

Gifts are to be purchased, wrapped and delivered to Human Resources (Bldg. 557, Room C108) no later than 11 a.m. on Friday, December 9. Please place all gifts inside a plain large plastic bag, label the bag with a permanent marker with the child's name and staple the original wish list email to the bag. Also, please ensure each individual gift inside the bag has a gift tag with child's first name on it.
**Pension plan meeting**
A quarterly meeting of the Employees’ Pension Plan Trust Committee will be held Friday, December 9 from 8 - 10:30 a.m. in the Starlight Conference Room of the Technology Center/Mayborn Science Theater (Bldg. 267). The meeting is open to all Qualified and Supplemental Pension Plan participants.

**Risk Management update**
Risk Management will host a Stop-The-Bleed class on Wednesday, November 9 at 9 a.m. Instructed by Kerwin Flaherty, the class is open to all employees. Stop-the-Bleed is a national campaign to train faculty, staff, teachers, students and visitors on how to control bleeding by applying a tourniquet or compress during an emergency. Following the initial class, Risk Management will install Stop-The-Bleed kits inside the AED cases which can be identified by the Stop-The-Bleed label affixed to the outside of the case. To register for the class, contact Risk Management at ext. 1347.

**Lighting of the Bell Tower**
The CTC Foundation will host the Lighting of the Bell Tower on Tuesday, December 13 from 6-8 p.m. The holiday event will feature numerous holiday displays and more. It is free and open to the public.

**Net Impact update**
Net Impact is selling popcorn November 1-5 with proceeds to benefit the organization’s community service projects. Check out the variety of popcorn available and place your order at [https://popup.doublegood.com/s/5fa6ej06](https://popup.doublegood.com/s/5fa6ej06).

Net Impact will also host the following events which are open to all employees and students:
November 3: Debt or No Debt; 11:30 a.m. – 1:30 p.m.; Anderson Campus Center
November 4: Wheel of Unfortune; 10:30 – 11:30 a.m.; Mayborn Science Theater, Room 101

**National Distance Learning Week**
CTC recognizes National Distance Learning Week next week, November 7-10. A series of free virtual events, online information and resources will be available at the CTC Distance Education website, [https://online.ctcd.edu](https://online.ctcd.edu), during the week to educate the general public about online learning. Learn how distance education can help you achieve your educational goals, and also become familiar with the services available to the CTC distant learner.
Boy Scouts educator award nominations
The Boy Scouts of America is seeking nominations from colleagues, staff and students for the Elbert K. Fretwell Outstanding Educator Award. To nominate a deserving educator, fill out the form at https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Faculty%26Staff/2023%20Fretwell%20Nomination%20Form.pdf. The nomination deadline is December 12.

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 access a list of events at https://www.ctcd.edu/news-events/texas-campus-news/events-calendar1/.

Library update
The library and Santa’s elves are teaming up this year to make sure Santa Claus receives your children’s letters. A Santa Mail Station has been set up outside the library by the duck pond to drop off your letters through December 16. All letters will be forwarded to the North Pole. Be sure to include a return address so Santa can write back.

The library will host the following in-person event:
November 2: Therapeutic Singing Bowl demonstration; 12-1 p.m.

Speech team
The CTC Speech and Debate team recently competed in its first tournament of the semester - the Battle of the Alamo at San Antonio College. Four students from the Early College High School represented CTC and competed against 12 schools from across the state that included some of the nation’s top four-year speech programs.
Isaiah Luciano was the only community college student to reach the finals in Impromptu Speaking, where he placed sixth, and qualified for the National Forensics Association national competition to be held during the spring semester. Caden Towlson and Justice Patrick both won two rounds in the debate competition while Kyra Mayer competed in extemporaneous speaking.
CTC reminds employees to fall back this coming weekend as Daylight Saving Time ends Sunday, November 6. Set your clocks back one hour before retiring to be Saturday night.

Employee training
November 8: Mura Training; 8-11 a.m.; Bldg. 557, Room C137
November 15: Custom Excel Charts; 8 a.m. – 12 p.m.; Bldg. 557, Room C137
November 17: Not So Basic MS Word; 8 a.m. – 12 p.m.; Bldg. 557, Room C137
November 29: Advanced Excel; 8 a.m. – 12 p.m.; Bldg. 557, Room C137

To register for classes or for more information, call ext. 1333.

Continuing Education
The Continuing Education fall schedule is now available. It features a variety of professional development, workforce training and personal enrichment courses. Several of the upcoming courses include:
November 1: Water Aerobics with Judy (age 50+); Tuesdays through December 13; 10-11 a.m.; $19
November 3: Water Aerobics with Judy (age 50+); Thursdays through December 15; 10-11 a.m.; $19
November 4: Water Aerobics with Judy (age 50+); Fridays through December 9; 10-11 a.m.; $19

Mayborn Science Theater
This week’s weekday matinee schedule is:
November 1:
1:30 p.m. – “Cowboy Astronomer”
2:30 p.m. – “Super Volcanoes” and “Earthquake: Evidence of a Restless Planet”

November 3:
1:30 p.m. – “Secret of the Cardboard Rocket”
2:30 p.m. – “Mars One Thousand One

The Saturday show schedule:
11 a.m. – “Khrumka and the Magic Rocket”
12 p.m. – “The Little Star That Could”
1 p.m. – “Kaluoka’hina: The Enchanted Reef”
2:30 p.m. – “Exoplanets: Worlds of Wonder” and “Astronaut”
3:30 p.m. – “Dinosaur Passage to Pangaea”
4:30 p.m. – “Nanocam: A Trip Into Biodiversity”
5:30 p.m. – “Laser Daft Punk” laser light show

Laser Friday, November 18:
6 p.m. – “Ready Player One”
7 p.m. – “Laser Retro”
8 p.m. – “Laser Tribute”
November 19: Warren's Star Tour and Talk

News briefs
https://www.ctcd.edu/news-events/texas-campus-news/ctc-fine-arts-presents-guest-artist-concert1/
https://www.ctcd.edu/news-events/texas-campus-news/events-calendar1/
https://www.ctcd.edu/students/ctc-live/