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

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### Board meeting
The June CTC Board of Trustees meeting is now available online at [https://www.youtube.com/watch?v=tFlrl06Uah4](https://www.youtube.com/watch?v=tFlrl06Uah4).

### Summer hours
The CTC central campus is now observing summer hours through July 30. For many employees, this means working nine hours each day Monday through Thursday and taking four hours off on Friday. For full-time working less than 40 hours per week, the summertime will be prorated based on the hours normally worked per week. Supervisors with employees that work eight hours each day or have modified schedules will need to adjust schedules to accommodate the summertime hours.

The 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. A maximum of eight hours may be taken at once with supervisor’s approval. Employees who use leave without pay for more than 18 hours in a week are not eligible to receive the four summertime hours for that week.

Employees may not use summer hours on their separation date. Employees must submit a written statement from an appropriate licensed healthcare provider if calling in sick without prior approval the day before or day after summertime hours are scheduled.

The change to summer hours may also affect the schedules of part-time staff and supervisors may be required to make schedule adjustments. Different schedules may be required for some locations or contracts. In those situations, our work schedule should match that of the customers. This memorandum is not applicable to CTCD employees employed under the
Services Contract Act, where a specific wage determination applies.

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**Facilities update**

In order to assist in creating a positive on campus student and visitor experience, all Central Campus building numbers have been updated. The new building numbering system allows for improved navigation around campus, aligns with the City of Killeen street number system and aids 911 when responding to campus emergencies. Facilities and Construction completed adding the new building numbers to all building monument signs, which are highly visible. Exterior campus directories were updated along with Google maps. The new building numbers have also been updated in Colleague, WebAdvisor and Ad Astra for use in class schedules. To ensure consistency, employees are asked to help verify all signage, software systems, brochures, notices, etc. reference the new building numbers. Employees are also encouraged to use building names in place of building numbers. For example, refer students to the Enrollment Center, instead of building 209. The Facilities and Construction staff are working on installing new interior building directories and campus maps to improve circulation within buildings.

A chart of the old numbers and the corresponding new numbers can be found here:
https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Faculty%26Staff/CAMPUS%20DIRECTORY_Bldg%20Renumbering_List.pdf

A Central campus map with the new building numbers is available here:
https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Faculty%26Staff/210324_campus_directory_w%20block%20key.jpg

If you have any questions about these improvements, please contact Facilities and Construction at ext. 1196.

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**Benefits update – changes to Texflex**

The CTC summer enrollment period is July 6 – 20. This is the opportunity to make changes to optional coverage such as life insurance, dental, vision, short- and long-term disabilities and flexible spending accounts and to make changes to health insurance coverage. As of September 1, ERS will only have one health insurance plan. Therefore, those employees who have Scott & White Health Plan will be transitioned to the Health Select of Texas plan administered by Blue Cross Blue Shield of Texas. The following is a list of common questions the Benefits Office has received regarding the upcoming change:

Will Scott & White clinics, doctors and hospitals accept the Blue Cross Blue Shield of Texas insurance?

Yes. The only change is to designate a primary care physician (PCP) in the Blue Cross Shield network. Any visit to a specialist or other provider must be referred by a PCP. The following link will help employees determine if their current provider is covered under Blue Cross Blue Shield of Texas:
https://healthselect.bcbstx.com/content/find-a-doctor-hospital/index

What can Scott & White members do now?

Call the Blue Cross Blue Shield of Texas Personal Health Assistant toll-free at 800-252-8039 to designate a PCP. The Blue Cross Blue Shield assistant can help members determine if certain physicians are in the plan and will assist in selecting PCPs. Employees will need their Scott & White member ID number found on the Scott & White Care Plans card. CTC
Employee Benefits does not know or have access to members Scott & White member ID number so please have the Scott and White card handy before calling. A PCP must be designated for employees and each dependent on the plan. If a PCP is not designated by October 30, 2021, out of network costs will apply.

Does Blue Cross Blue Shield provide the same benefits coverage, deductibles and copays as Scott & White Health Plan?

Yes. The plan has the same coverage as Scott & White Health Plan. Again, employees should make sure their doctors are covered in the network. ERS sent out information regarding the transition and how to verify if member’s doctors are covered.

Will employees have to fill out paperwork to make the changes during summer enrollment?

No. For employees who would like to keep their health insurance, the transition and change will be made for them. No paperwork is necessary. However, those who do not want to change to Health Select of Texas and are declining health insurance, should fill out a summer enrollment form and send it to the Benefits Office during the enrollment period.

Employees trying to elect life insurance, short- and long-term disability or dependent life and didn’t elect the coverage during their new-hire period will be required to fill out an Evidence of Insurability Form sent by ERS. The dental provider is Delta Dental. There is no insurance card required when making dental appointments. Employees will need their name and SSN when they bill insurance.

The administrator for Texflex flexible spending accounts, including health care and dependent care is changing back to PayFlex on September 1, 2021. The current administrator, Wageworks, will continue to manage flexible spending accounts through August 31, 2021.

• If employees want to continue participating in Texflex at the same contribution amount next fiscal year, no action is needed. The elections will continue in the new plan year.
• If employees want to change Texflex contributions for the upcoming plan year, employees should contact Employee Benefits and submit a Summer Enrollment form.
• If employees want to stop participating in Texflex in the new plan year, employee should contact Employee Benefits and submit a Summer Enrollment form.

Employees who need to update their address should send address changes through Etrieve so it can be updated as soon as possible. Questions about coverage selections can be directed to Employee Benefits at benefits@ctcd.edu or call ext. 1307.

Holiday
Central Texas College will be closed Monday, July 5 in observance of the Independence Day holiday. Administrative offices will reopen and classes resume Tuesday, July 6.

Dining
Great Western Dining is open Monday–Friday from 8 a.m. – 2 p.m. Daily lunch specials are available for $7. Lunch delivery is now available. Orders must be placed before 10:30 a.m. and deliveries will begin at 12 p.m. Dinner is also available Monday – Thursday. Orders must be placed before 2 p.m. and pick up is between 5-6 p.m. A variety of entrees will be offered each week. To order lunch delivery or place dinner orders, email GWDFood.Delivered@ctcd.edu or call ext. 1844. The current menu is available online.
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:
July 8 featuring Veterans Services; 10-11 a.m.; https://ctc4.me/veteran-info
July 12: Virtual Info Session; 6-7 p.m.; https://centraltexascollege.secure.force.com/events/#/search?type=Info%20Session
July 13 featuring Financial Aid; 10-11 a.m.; https://ctc4.me/Fin-Aid-Info
July 14: Licensed Massage Therapy; 10-11 a.m.; www.facebook.com/CentralTexasCollege
All previous CTC Live! sessions are available online at https://www.ctcd.edu/students/ctc-live/.

ArmyIgnitED update
As ArmyIgnitED is not yet fully operational, we continue to report issues as they occur. Employees who work with soldiers may notice some discrepancies or inconsistencies. Please share those with liaison.ctam@ctcd.edu so the issues can be reported and thus better track changes and corrections.

Employees are reminded transient students taking classes with CTC are not required to declare a major with CTC. Soldiers who have identified themselves as transient should be coded TARTA in Colleague. However, there will be those who are not coded because they submitted their applications prior to the implementation of the process that codes the records. If/when an employee happens across a transient student who is not coded TARTA, they should email that information as well so they can be properly coded.

When soldiers change programs with CTC, they need to submit an updated Education Path. The program change form does include a statement to remind students to submit an updated Ed Path. All soldiers can now submit Ed Paths. If a soldier does not update their Education Path and they enroll in a class not on their current Education Path posted in ArmyIgnitED, Tuiton Assistance will not be approved for their class(es). Encourage the soldier to take immediate action and submit their new Education Path as quickly as possible.

When working with soldiers on program changes and Ed Path submissions, please provide them the CIP code/description associated with their program. The information can be found at www.ctcd.edu/ArmyIgnitED-Transition under the “Declare or Change your Program of Study” section.
**Bookstore**
The CTC Bookstore is now open for walk-in service, Monday-Thursday, from 7:30 a.m. – 5:30 p.m. Curbside pick-up is no longer available.

**Condolences**
Central Texas College extends its deepest sympathy to the family of retiree Barbara Haley, who passed away June 26. Before retiring in 2017, Haley worked in the Social and Behavioral Science department. Funeral services have not yet been announced.

**Eagles’ Nest food distribution**
The Eagles’ Nest food pantry will conduct a drive-up food distribution for students and employees on Thursday, July 8, from 9 a.m. - 1 p.m. in the parking lot of the Clear Creek building (Bldg. 559). To participate, food recipients must bring their current student ID card. Recipients will not need to leave their vehicle as volunteers will place the bag/box of food items in the vehicle. Anyone wishing to donate non-perishable food items may drop off the items at the Clear Creek building on July 8 or email eaglesnest@ctcd.edu to make arrangements.

**Library update**
The CTC library will host a virtual talent contest tomorrow, June 30 at 12 p.m. and a yo-yo contest on Wednesday, July 7 at 12 p.m. Both events will be streamed live at www.facebook.com/CentralTexasCollege

**Eagle Career Closet**
In partnership with Library Services, Career Services will soon open the Eagle Career Closet for 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 needed and can be made at Career Services (Bldg. 253, Suite 6). Email career.center@ctcd.edu or call ext. 1106 for more information.

**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/](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/](https://www.ctcd.edu/news-events/texas-campus-news/events-calendar1/).

**Continuing Education**
The Continuing Education summer 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:

- **July 12:** Zumba; M/F through July 30; 6-7 p.m.; $45
- **July 12:** Beyond the Scope; M/W through July 21; 6-8 p.m.; $69
- **July 12:** BMGT 1021 Project Management Certificate; M/W through August 11; 6-10 p.m.; $949

The following online gamification courses are now offered. Students can choose their own start date:

- Distance Gamification; $149
- The Fun in Failure; $99
- Fast Track to GamED; $119
- Fast Track to PersonalizED; $99

Registration for College for Kids classes is open. Available classes can be found in the summer schedule.

To register for any class, call ext. 1586.

**Mayborn Science Theater**
This week’s weekday matinee features:

- **Tuesday, June 29:** “Pandas: The Journey Home”
- **Thursday, July 1:** “One World, One Sky: Big Bird’s Adventure”

The Saturday matinee schedule is:

- 11 a.m. – “Mars One Thousand One”
- 12 p.m. – “Kaluoka’hina: The Enchanted Reef”
- 1:30 p.m. – “Dinosaurs at Dusk: The Origins of Flight”
- 2:30 p.m. – “Rusty Rocket’s Last Blast”
- 4 p.m. – “Whale Super Highway”
- 5 p.m. – “Laser Tribute” laser light show

July 3: In honor of Independence Day, a special showing of “The Patriot” starring Mel Gibson will air Saturday, July 3 at 4 p.m. pre-empting the regular scheduled show.

Laser Friday is July 30:

- 6 p.m. – “Space Laser”
- 7 p.m. – “Laser Country”
- 8 p.m. – “Laser Beatles”

Warren’s Star Tour is Saturday, July 31 at 5 p.m. pre-empting the regular scheduled show.
News briefs

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

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