Coronavirus

The Texas A&M University System is providing TAMU-CC with COVID-19 test kits. The testing is possible thanks to an agreement Chancellor John Sharp negotiated with Curative Inc., and Curative has committed to turning around lab results within 30 hours from when the sample arrives at their lab. Testing is being coordinated by SEAS and additional information will be forthcoming.

Per TAMUS COVID-19 Response Plan, only mission-critical visitors should be invited to campus and must be approved prior to arrival by the appropriate Vice President. All visitors are expected to follow the same guidance as employees and fill out the COVID-19 Self-Declaration by Visitors & Contractors.

In compliance with state and local mandates, the University implemented a face covering requirement. If you have questions about this procedure, please see the FAQ.

Using data from our COVID-19 Reporting form, TAMU-CC is posting a weekly case count on our coronavirus website. Following our standards regarding protected health information, this website includes the number of new reported positive test results from students, faculty, and staff who are both on and off campus.

When positive cases are reported on our COVID Positive Reporting form and impacted areas on campus are identified, our contact tracing staff will coordinate with custodial staff to ensure proper cleaning of impacted spaces.

Refill locations have been established for the refillable bottle of disinfectant spray at the information desks located in Rec Sports, the Bell Library, and the UC.

Additional face coverings will be available for purchase in the UC Campus Store and in several vending machines across campus.

Human Resources

Post Vacation Leave by August 31

Employees who accrue vacation leave may carry unused leave forward from one fiscal year to the next based on years of service. All hours of unused vacation leave that exceed the maximum number of hours allowed will be credited to the employee’s sick leave balance on September 1. Visit the HR Vacation Leave web page for more information.

Did you receive your Wellness Credit?

Completing any two steps on your MyEvive Personalized checklist will ensure that you have the lowest rate for your health insurance premiums. The Two-Step Wellness Program credit will reduce your monthly premium if you complete both activities before August 31. You can verify your completion status for the wellness premium incentive by logging into your MyEvive account at tamus.myevive.com. Don’t see your credit? Contact MyEvive customer service at 1.888.208.9470 or Questions@evivehealth.com.

October 1 Payday for New Faculty

Your assistance is requested to help inform new faculty hires that their first paycheck will be paid on October 1. Faculty with 9-month appointments can elect to have their 9-month salary spread over 12 months by completing the Save for Summer Authorization Form and returning it to the Payroll Office.

For more information, here is a link to the Overview of Save for the Summer Program.

Facilities

Roofs Update – The UC roof project is in progress with an estimated completion date in August.

Elevator Program – CCH elevator is scheduled to be completed in September. USC, UC and CI are scheduled to have cabs replaced in September.

UC Cove Renovation – Estimated construction completion for Chick-fil-A and Panda Express is in August. Estimated construction completion for Copperhead Jack and Sushi is in September.
Comptroller

Important Accounting Year-End Deadlines
The upcoming year-end deadlines are as follows:
- **August 31** – Corrections on a local account (manual or by DCR) *All local DCR’s must be entered and routed by August 28. DCR’s will be disabled August 31.*
- **September 1** - August close requires all IDTs through August 31 be turned in by noon on September 1.

*Please review your telecom and admin copier encumbrances to see if any adjustments need to be made and send any requests to your accountant. All encumbrances will be liquidated after August IDT post.*

Important Payroll Year-End Deadlines
- **August 10** – Deadline for approving the biweekly pay period of July 26-August 8 payroll paid August 14.
- **August 19** – Deadline for reviewing the August monthly payroll by running the “Pay Calculation Results” in Workday to ensure new employees are on the report and separated employees are off
- **August 21** – Deadline for PCT entry/approval.
- **August 24** – Deadline for approving the biweekly pay period of August 9-August 22 payroll paid August 28.

If you have any questions, email payroll@tamucc.edu or call 361.825.3231.

Important Business Office Deadline
- **August 6** – Departments paying for a student’s tuition and fees with a grant and/or departmental account for Fall 2020 must have the approved documentation to the Bursar’s Office in order to ensure that payments are posted in time to avoid late fees and cancellation of classes. Please remember that grant accounts must be submitted for approval to the Research Office prior to submission to the Bursar’s Office.

Fall 2020 Term 202009
- **August 11** – payment due
- **August 12** – late fee assessment
- **August 12** – cancellation of classes for non-payment

Information Technology

IT Recommendations for Mobile Streaming Stations
The Division of Information Technology (DoIT) has established some recommendations to help meet the needs of those requiring mobile capabilities for web conferencing – particularly in rooms that may not have cameras or microphones installed. The selected options for mobile streaming stations allow instructors to use the Webex app to wirelessly stream audio and video content from the classroom or off campus. DoIT is purchasing some mobile streaming sets for short-term checkout. Departments may wish to purchase their own for long-term use. The recommended configurations can be viewed on IT News and are pre-approved for purchase.

Training and User Guides (TUGs)
The Training and User Guides (TUGs) page provides information on a variety of resources to help students, faculty, and staff facilitate teaching, learning, research, and University functions. Microsoft Teams, Microsoft Forms, Jabber for Remote Work, and Adobe Scan are just a few of the guides currently accessible on TUGs. Additional topics are expected to be released at the end of August. For easier navigation, content is now organized into the following categories:

- Administrative and Business
- Communication and Collaboration
- Desktop and Mobile Computing
- Information Security
- IT Professional Services

The TUGs site serves as the University’s repository for official technological resources and will be updated regularly as new technology becomes available. If you have any questions, feedback, or suggestions about additional services that may benefit the campus community, please email the IT Service Desk or call 361.825.2692.

IT Notifications
Stay up to date with the latest information in IT services by subscribing to the IT-Notifications listserv. You will receive regular notices about upcoming work, scheduled changes, and service interruptions affecting the campus community. To subscribe, send an email to it-notifications-join@listserv.tamucc.edu.
University Services

Campus Store Orders
For the Fall 2020 Semester, the Campus Store will be offering new Limited Contact Options for students to pick up their course materials and supplies. The Campus Store will be utilizing the Anchor Ballroom D in the UC as their Online Order Pick-Up Location where students can go to receive the online orders that they have previously placed, without ever having to enter the store. Students will be able to walk straight up to the doors and provide their Order Confirmation, Order Number, and ID to quickly receive their order. Soon, students will be offered an alternate location for picking up books.

Campus Dining Updates

Contactless Catering is open on the Island and has lots of new offerings. Jennifer Crawford, Catering Director, has focused on lowering the prices, reducing required minimums, and bringing lots of new items to the table. Everything is individually packaged for safety control but still is fresh and delicious.

The Cove will have new faces and new menus in August. Chick-fil-A will have a full-service menu and will include breakfast items, salads, and wraps, not to mention their yummy milk shakes. Copperhead Jacks will offer the latest in burrito and bowls and salads. Sushi will be coming later with made fresh daily sushi. The Cove will be open until 9:00 p.m.

Dining Hall seating has been reduced to ensure proper social distancing is achieved. We encourage you to visit outside the hours of 11:30 a.m.-12:30 p.m. as those are peak hours and you many need to wait for seating. Every table is equipped with plexiglass or you can visit the “To Go” area for quick and easy meal. Although we still offer personal pizzas and other great food, dining team members will serve you to support contactless dining.

The Dining Hall will close every day from 3:00-5:00 p.m. for disinfecting. The “To Go” station will remain open during this time. Meal delivery will be offered for students who live on campus, have a meal plan and are required to self-isolate.

Budget

FY21 Programmatic Budget Review
On August 4, The Board of Regents held the annual Programmatic Budget Review where campuses from across the System present on their budgets for approval. This meeting is typically held in late June but had to be delayed due to COVID-19.

Adding Workflow to the Fiscal Request
The Fiscal Request form is currently being developed in Laserfiche which will allow the form to be completed online and routed electronically; the workflow is currently being tested and is expected to be available soon.

Mark your Calendars

August 7 & 14 – Islander Launch (virtual)
August 12-13 – Aloha Days (virtual)
August 15 – Spring/Summer Virtual Commencement, 10 a.m. and 2 p.m. (virtual)
August 19 – Fall Classes Begin