COVID-19

COVID-19 tip for cleaning surfaces: Use the 4 oz spray bottle of disinfectant for cleaning surfaces. This product can be used in lieu of Lysol or a Clorox wipe and will help conserve resources. The spray bottles can be picked up and empty bottles can be dropped off at the Bell Library reference desk, the UC information desk and at the Dugan Wellness Center Rec Sports desk.

COVID-19 Recertification: Traintraq course 2114130, “Protocol and Certification for System Member Employees” will be assigned to all employees and must be completed prior to returning in January 2021. Students will be required to take a similar training.

Human Resources

Hinge Health: If you experience chronic back, hip, or knee pain, you might want to check out Hinge Health. This is a 12-week, coach-led digital musculoskeletal (MSK) program based on proven nonsurgical care guidelines. It is delivered remotely using mobile and wearable technology. Hinge Health is focused on three core pillars:

- Exercise Therapy – Wearable sensors and tablet provided for real-time movements feedback.
- Behavioral Health – Cognitive behavioral therapy and unlimited 1:1 coaching.
- Education – Personalized and interactive education curriculum.

Participants go through a clinical screening to determine eligibility. You can submit the screening questionnaire at https://hingehealth.com/ if you are interested in the program. Your eligible Blue Cross and Blue Shield insurance plan will cover the program cost if you are accepted.

FY20 Flexible Spending Account (FSA) Deadlines: If you have remaining funds in your FY20 healthcare or dependent daycare FSA, the grace period has been extended due to COVID-19. You may file eligible claims with a date of service of September 1, 2019 through December 31, 2020 to use your remaining FY20 FSA funds. All claims related to your FY20 FSA must be filed by December 31, 2020.

Benefit and Retirement Compliance Training: Overview of eligibility rules for insurance and retirement programs under state and federal laws will be available to Business Managers and HR contacts before the Spring semester begins. Guidance will be given on Workday actions and how different actions effect benefit and retirement participation. Includes review of deadlines for Spring semester actions, Summer insurance benefits and semester terminations. Each series

University Services

Holiday and Break Hours: Hours of operation often change during academic breaks, holidays, and special events. Check out our holiday and break hours for the most current information. Due to the reduction of students and employees on campus, Subway, Einstein’s, Wall Mall, and Bottom-Line Café will be closed this Spring semester. Islander Dining looks forward to welcoming them back in Fall 2021. In the meantime, check out our other dining options in the Cove.

Specials: Follow Islander Dining on social media for deals and happy hours.
   Facebook: @tamuccislanderdining
   Twitter: @islanderdining
   Instagram: islanderdining
session will be approximately 30 minutes with additional time for Q&A.

- Week 1 Option: January 5, 6, & 7 at 10 a.m.
- Week 2 Option: January 12, 13, & 14 at 2 p.m.

Please RSVP by emailing Benefits@tamucc.edu with your choice of Week 1 or Week 2 option and you will receive an outlook appointment for your calendar.

Information Technology

Congratulations to Dr. Aleyda Cantu-Lee: Dr. Aleyda Cantu-Lee has accepted the position of Director of Digital Learning in the Office of Distance Education & Learning Technologies (ODELT). Dr. Cantu-Lee has a strong record of success in digital learning and is recognized at the TAMU System, state, and national levels for her contributions.

Welcome to DoIT's New Employee: Mr. Daniel Shelton joins IT as the Manager of Network Services. He is a TAMU-CC alumnus and has spent the last 15 years in high-level network administration roles for the City of Corpus Christi and the Regional Transportation Authority.

Online Meeting/Web Conferencing Solutions Review: DoIT is in the process of launching a review of TAMU-CC's Online Meeting/Web Conferencing Solutions to support Connection in the Digital Workplace. This process will ensure we have the most appropriate web conferencing capabilities for the breadth of University activities. If you wish to participate or nominate someone to join in this effort, please complete the task force interest poll by December 4.

Administrative Operations

Crosswalk Update: Construction between Tidal Hall and NRC is expected to start over the Winter break. More details will be sent via campus announcement.

Elevator Program: Furgason Engineering, Center for Instruction and University Center elevator cabs are under construction. Elevator #1 for Furgason and Center for Instruction are estimated to be completed in December.

Energy Conservation Project: Interior lighting improvements are estimated to start installation December 21 and water fixtures replacement installation is estimated to start January 11. Please be on the lookout for communications affecting your area. All audit team members can be identified by their yellow Ameresco vests.

Comptroller

Updated FY21 Biweekly Pay Schedule: The FY21 Biweekly Pay Schedule was updated due to the change in Spring Break. Please make sure the calendar you are referencing is dated November 20, 2020 when reviewing upcoming deadlines with timekeepers, managers and staff. Payroll Processing Calendars are available on the Payroll Services website.

Please pay close attention to “Due to Payroll Department by Noon” date changes:

- Payroll Period No. 8 has been changed from December 14 to December 9
- Payroll Period No. 9 has been changed from December 24 to December 17
- Payroll Period No. 20 has been changed from May 28 to May 27

Mark Your Calendars

December 4 – Delegate, Motivate, Change Them! Key Skills for Leaders, 1 p.m. click to register
December 4 – Worklife Balance is a Myth, 3 p.m. click to register
December 10 – Socially Distanced Tamalada Social and Toys for Tots Drive
December 24-January 1 – Winter break
December 31 – FSA claim deadline