Coronavirus

As the University begins our transition back to campus, it is imperative that employees are familiar with the Return to Work Plan. The areas within Finance and Administration are here to assist in this transition. In addition to the plan, Human Resources has a webpage solely devoted to Coronavirus related issues including manager guidance, information about time off, and a section with frequently asked questions for employees and managers. Upon returning to campus if you have Information Technology issues, please contact the ithelp@tamucc.edu or 361-825-2692. Departments who need Coronavirus supplies like disposable masks for visitors or if employee duties warrant gloves should contact EHS@tamucc.edu.

Human Resources

Staff Annual Reviews are due on June 15. Managers and employees who have not yet completed the annual review process have until June 15, 2020. In addition to the web training held for campus managers earlier this year, managers are encouraged to complete TrainTraq Course 1003: Managing Employee Performance. More information and links to the Workday job aid can be found on the HR Performance Management website. To obtain a list of incomplete reviews in Workday, run the Performance Review Process (Incomplete) report. Managers, HR Contacts and Talent Analysts can run this report. Simply search for the report and when prompted for company, select TAMU-CC from the drop down. For more information, contact human.resources@tamucc.edu.

Faculty and staff who have served the University for five or more years are eligible to receive authorized gifts upon their retirement in recognition of their service. An employee’s home department may use non-state funds to purchase a departing gift with a dollar amount not to exceed the allowance based on years of service at the University. University licensed products can be purchased at the University campus store with a 10% discount. For more information, please visit the HR site under Retirement Gifts.

Comptroller

The HUB Program would like to thank you for your assistance with HUB vendor participation. Because of your continued efforts, the University was able to report 17.3% HUB participation on our FY20 Semi-Annual HUB Report to the State!

The following courses will be provided by the Comptroller’s area over the next few weeks. Courses will be offered via WebEx on Thursdays from 10:00-11:30 a.m. These courses are part of the Financial Managers Certification (FMC) program, but others are encouraged to attend. If you are not part of the FMC but would like to attend one or more of these classes, please rsvp to Accounting_Services@tamucc.edu.

- FAMIS Accounts (June 4)
- Payroll 101 (June 11)
- Time Tracking (June 18)
- TAMU-CC Cash Handling (June 25)
- Bursar’s Office Tuition and Fees (July 2)

This summer the University Center’s Cove is undergoing construction; however, Starbucks and Subway will remain open for service. For hours of operation, please visit the Dining website.

FY2020 will soon be coming to an end and departments are encouraged to send representatives who work in FAMIS or IslanderBuy to a Year-End Closeout Workshop. The year-end workshop will explain procedures, answer questions, and review Object Codes and Accounts that will or will not rollover into the new year. Trainings will be held June 12 and July 15. For more information, contact Brandice MacDonald at 361-825-2617 or e-mail brandice.macdonald@tamucc.edu.

Other News

The latest three versions of this newsletter are available online along with links to other newsletters published within the Division of Finance and Administration. If you do not receive these directly, I encourage you to look at the exciting things going on within these areas.
Information Technology

Congratulations to Dr. Michelle Singh for being recognized as one of the Corpus Christi Under 40 (CCU40) award winners for 2020. CCU40 honors the accomplishments of men and women in the Coastal Bend, under the age of 40, who have made significant contributions in their professional fields as well as a meaningful impact through service in the community. Dr. Singh’s recipient introduction video is available on CCU40’s Facebook page. Please join us in congratulating Dr. Singh!

Mr. Kevin Glynn joins the Division of Information Technology as the new Chief Information Security and Privacy Officer (CISPO). Kevin is an accomplished information technology executive with more than 25 years of success in the cybersecurity, IT, healthcare, and government, leveraging extensive experience with privacy, security, and improving IT systems. Kevin has held leadership positions with myNEXUS as CISO; 21st Century Oncology as CISO; Erlanger Health System as Corporate Privacy & Information Security Officer; Northeast Rehabilitation Hospital Network as CIO, and Maine Medical Center/Counseling Services, Inc. as Director, MMHP of Information Management Services. Please join us in welcoming Kevin Glynn to the Island University.

Compliance

On May 6, we had over 600 students, faculty and staff participate in our annual Employee Development Day, C.L.I.M.B. Several of the presentations will be uploaded for viewing so please check the Employee Development and Compliance website at a future date for those.

On May 27, Environmental Health and Safety hosted the University’s annual Hurricane Exercise with over 80 participants from across campus, the Texas A&M University System, and Corpus Christi’s Emergency Management Office. This year’s exercise included reviewing what challenges Coronavirus may have on our plans. A reminder hurricane season begins on June 1.

Budget

On May 20, Governor Greg Abbot, Lt. Governor Dan Patrick, and Speaker of the House Dennis Bonnen informed state agencies, including higher education, to reduce their budget for the biennium (FY20 and FY21) by 5% each year.

The Budget Office extends a sincere thank you to everyone involved in preparing the budget conservation plans for FY20 and FY21 and while it may seem counterintuitive to have sent out the traditional 3-year budget request, these requests are used to strategically plan for the allocation of funds (such as HEF over the next three fiscal years (FY21, FY22, and FY23). As a reminder, these templates are to be reviewed and approved by area Vice Presidents and returned to the Budget Office by June 18.

Mark your Calendars

April 1-June 15 – Staff annual evaluations available in Workday
June 2 - Return to the Workplace Session for Supervisors
June 8 – Up to 25% of employees return to campus
June 12 – Year-End Closeout Workshop – 9-11 a.m. via WebEx
July 15 – Year-End Closeout Workshop 1:30-3:30 p.m. via WebEx

Facilities

Roofs Update – The UC roof project is in progress with an estimated completion date of August 2020.
Elevator Program – Library cabs 1 and 2 are substantially complete. The PAC is complete and the CCH elevator is in progress. The USC will have cab renovation only and it is anticipated to start in 30 days. The Student Services Center and the Faculty Center are at various stages of review.