TAMU-CC, in coordination with the Texas A&M University System and the Governor’s office, continues to monitor the Coronavirus. The University has established a website where information will be posted as well as other resources and frequently asked questions. While we have asked Academic and Business Continuity Plan managers to review their plans, we encourage you to test your plans as well as a precautionary measure.

**Facilities**

**UC Construction Update** – Construction is on schedule. There will be times when the doors facing the Anchor Plaza may need to be closed, however, the doors facing the Dugan Wellness Center will be open.

**Master Planning** - On March 16, Engineers will be onsite to evaluate mechanical, electrical and infrastructure for Master Plan. The next steps are to finalize marketing brochures, develop campus plan scenarios, create recommendations, cost estimates, and draft campus master plan document. There is an estimated April presentation date.

**Elevator Program** - Library and Performing Arts Center elevator restorations as well as Corpus Christi Hall construction are scheduled to begin in late March/early April.

**Campus Maps** – Updated maps have been installed. The new maps utilize similar materials as those in our National Parks and should hold up better in our climate.

**Furniture** – Phase I of furniture reupholster is scheduled to begin in March for Faculty Center, Island Hall (2nd Floor), Nursing and PAC lobby.

**University Police Department**

Our new parking concept has been operational for the last two months. You should soon receive information on how to host a visitor on campus as well as draft messaging that can be used when communicating our new parking concept. In addition, we are working on the ability for colleges/departments to provide uniquely generated promo codes for their visitors to use ParkMobile for the same $3/day cost. Thank you for being patient as we make this transition.

**Comptroller**

It is time for departments to review their income activity and provide financial information required to prepare and file our Form 990-T, Exempt Organization Business Income Tax Return. An email will be sent to the Financial Users Network (FUN) members with more information.

The Administrative Services team is providing the following Other Financial Manager training courses. These courses are part of the Financial Manager Certification but are open to others who would like to join. Please call Nora Sai at Ext. 2183 or email her at Nora.Sai@tamucc.edu to sign up for the courses.

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Title</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4</td>
<td>Procurement Card – Do’s &amp; Don’ts</td>
<td>UC Anchor Ballroom A</td>
<td>10:00 a.m.-11:30 a.m.</td>
</tr>
<tr>
<td>3/19</td>
<td>Dealing with Contracts</td>
<td>UC Marlin Room 317</td>
<td>10:00 a.m.-11:30 a.m.</td>
</tr>
<tr>
<td>3/26</td>
<td>Central Receiving/Object Codes</td>
<td>UC Copano Room 216</td>
<td>10:00 a.m.-11:30 a.m.</td>
</tr>
<tr>
<td>4/2</td>
<td>Accounts Payable</td>
<td>UC Marlin Room 317</td>
<td>10:00 a.m.-11:30 a.m.</td>
</tr>
<tr>
<td>4/9</td>
<td>HUB Purchasing Requirements</td>
<td>UC Lone Star Room 142C</td>
<td>10:00 a.m.-11:30 a.m.</td>
</tr>
</tbody>
</table>

A reminder that there will be several dining locations closed during Spring Break. Please visit our online calendar for a list of location that will be open.
Compliance
Employee Development day will be April 20-22. This year we are transitioning to a multi-day concept so employees can attend various courses without being away from work all day. This campus tradition provides an opportunity for Islanders to come together as a community to learn, share and to grow personally and professionally. If you need more details, please reach out to Rosie Ruiz at rosie.ruiz@tamucc.edu.

Information Technology
Congratulations to Ed Evans on receiving the 2019 Laserfiche Higher Education Impact Award! This award is given to individuals in higher education who lead transformational change in their organizations with Laserfiche.

The Office of Information Security (OIS) is performing an annual update and review of various policy documents. Information security is critical to the interests of the university and input from our campus partners is vital to effectively safeguard information and information systems. Please review the documents at the links below and email ISO@tamucc.edu with any feedback by March 13.

- Rule 29.01.99.C1 Security of Electronic Information Resources
- IT Standards for All Users (“ITSAU”)
- IT Standards for Owners and Custodians (“ITSOC”)

Mark your Calendars
March 10 – Employee Luncheon 11:30 a.m.-1 p.m., Island Hall Gym
March 24-25 – Catapult Health, appointment required
March 28 – Island Day
April 1-May 31 – Staff Annual Evaluations will be launched in Workday
April 17 – Annual Islander Awards Celebration, 1:30 p.m., UC, Anchor Ballroom
April 20-22 – Live2Learn Employee Development Days

For upcoming events, please click here https://www.tamucc.edu/events/

Human Resources
Staff Performance reviews will be launched in Workday on April 1. Feedback from last year was that the on-line form is too long. Since we are unable to modify the TAMUS-wide form, HR recommends that managers update position descriptions to consolidate job responsibilities into 3-5 functional areas on the Qualifications tab of the Position Restrictions. This will reduce the number of items to rate on the form. Managers and HR Contacts can download the Job Aid and DIY, or email Employment@tamucc.edu and HR will be glad to assist. Be on the lookout for the performance management training dates.

Human Resources has added a Faculty FAQ page to the HR web HR Web site. Topics include insurance benefits, time off, retirement and separation from employment. Please take a look and let us know what you think using the Contact Us link.