**COVID-19**

It is important to continue to stay informed on the latest CDC guidance. Most recently the CDC updated the definition of close contact to within 6 feet of someone who has COVID-19 for at least 15 minutes within a 24-hour period regardless of wearing a face covering. The Texas A&M System has also released updated guidance that employees and students returning in the Spring must recertify using the Protocols and Certification training while those employees and students who are new to campus must also take the required Safe Practices during COVID-19 training. If you have questions, please visit the campus dedicated COVID-19 website.

**Comptroller**

**Financial Users Network (FUN):** The FUN Group is made up of University employees working in areas related to business and financial matters. Members receive valuable updates on recent changes in Financial Services in the areas of Accounting, Budget, Payroll, Business Office, Procurement and Credit Card Services. In addition to receiving regular announcements and special notices, members attend quarterly meetings to discuss matters related to financial affairs. Our next FUN meeting will be held over WebEx and is scheduled for November 12 at 10:00 a.m. Please encourage your employees to join by contacting Nora Sai at Nora.Sai@tamucc.edu or call 361.825.2183.

**Card Services:** Cardholders (Travel and Pcard) will begin seeing emails from Oversight, our new TAMUS system wide transactional risk analysis and audit software. The emails will come from TexasAM-expenseaudit@oversight-solutions.com. Please be aware that these are valid emails and action/response may be required from the cardholder and/or department contact.

**Procurement:** On November 9, as part of a new version release, IslanderBuy will have a new user interface around the existing document search. Procurement will be training on this new search functionality on that same day. Soon thereafter, we will release video training for the new search features and functionality. The topic will also be covered and demonstrated in the FUN Group meeting on November 12.

**Accounts Payable Deadline of November 20:** For vendor payments due before or during the Thanksgiving Break, invoices should be emailed to Disburse@tamucc.edu by November 20.

**University Services**

**Changes to Dining Service:** Beginning November 21, the Dining Hall will move to To-Go options only, however they will leave their Late-Night Patio dining open. The Cove and Starbucks will continue to be available, however, other locations on campus will close. If you have any questions please contact Susan Layton at Susan.Layton@tamucc.edu.

**Catering for Holiday Gatherings:** A reminder that our dining partner, Compass, provides contactless catering. Please contact Jennifer Crawford at 361.825.3694 to coordinate your next event.

**Human Resources**

The 24th Annual Islander Awards Celebration was held virtually on October 29. After opening remarks from President Miller, IT Director Ben Soto, served as emcee for the event. Nearly 200 employees were recognized for their service. Congratulations to all of our award recipients. Click here to view recordings from the virtual event. Service pins were delivered to Dean and Directors for distribution to employees.
**Compliance**

**Ethics and Compliance Week:** The University will observe Ethics & Compliance Week from November 2-6. The theme this year is *Awareness, Recognition, & Reinforcement*. There will be several WebEx sessions offered throughout the week. Ethics & Compliance Week will also offer a variety of compliance-related puzzles, seek and find compliance violations, and different opportunities to win various door prize, including our grand prize—ear pods. Check your email for a campus announcement with all the details. For more information, contact the Employee Development & Compliance Services at 361.825.5826 or visit the [EDCS website](#) for challenging puzzles throughout the week.

**Information Technology**

**Cybersecurity Awareness Month Recap:** IT celebrated this year’s Cybersecurity Awareness Month with a variety of activities to ensure employees and students at TAMU-CC have the resources needed to stay safe and more secure online. The four-part speaker series featuring cybersecurity leaders from Microsoft, Tenable, Deloitte & Touche, and Splunk. Recordings of the presentations are available on [IT-News](#). In addition, IT sponsored the best cybersecurity costume contest at Staff Council’s Halloween Break in the Day. Congratulations to Julie Shuttlesworth for winning as the “Incredible IT” and “Bug” duo! IT encourages everyone to remain aware throughout the year and remember that cybersecurity is a shared responsibility.

**Solution Spotlight: DocuSign:** An important part of expanding TAMU-CC’s digital workplace is to reimagine standard paper-based processes and provide the most effective electronic solution. DocuSign is an official University tool to help reduce the amount of paper and time spent on creating, signing, and routing electronic information. All employees can access the application by using their Island ID and password to log in to the [DocuSign website](#). For more information on how to use or install DocuSign, please visit IT’s [Tutorials and User Guides (TUGs)](#) page.

**Administrative Operations**

**Roof/Ceiling Replacements:** The NRC, ECDC, CS and CCH Spine are currently under design.

**Elevator Program:** USC is under construction and it is estimated to be completed in November. Furgason Engineering, Center for Instruction and University Center elevator cab material is on order and construction is set to begin soon.

**Energy Conservation Project:** As part of the University’s ongoing project to reduce energy cost, Ameresco and their sub-contractor will be on campus to conduct a campus-wide audit of our lighting and water systems from October 20 through November 10. All audit team members can be identified by their yellow Ameresco vests. Construction is expected to begin in December.

**Website:** The [AdminOps](#) and [Facilities](#) websites have recently been updated. Please visit these sites if you need to submit a facility work request. Work orders may be submitted by calling 361.825.2324, by logging onto [Maintenance Connection](#) and/or by emailing Facilities.Services@tamucc.edu.

**MARK YOUR CALENDARS**

- **November 2-6** Compliance Week
- **November 9** – IslanderBuy new interface training
- **November 12** – FUN Meeting, 10 a.m. via Webex
- **November 20** – Due date for vendor invoices for holiday processing
- **November 21** – Change in dining operations