Administrative Operations

**Roof/Ceiling Replacements:** CI roof replacement is estimated to start in April. The CCH spine soffit replacement is estimated to start in February and is expected to be completed in July. No indoor operations will be affected but the first floor building outdoor area and walkway will have no available lighting until the project is completed.

**Elevator Program:** CI and UC elevators were completed in February. Elevator #2 in the Furgason Building is expected to be completed in March.

**Campus Crosswalks:** New crosswalks will be installed near the NRC, ECDC and Bayside Parking Garage. During this construction, traffic patterns will change slightly. Please exercise caution when driving through these areas and follow posted directional signage.

**Recycling on Campus:** The University has partnered with Republic Services to process campus recycling. Recycling saves money, avoids landfills, and best of all, it is easy. To avoid contamination resulting in recycling having to be trashed, please educate yourself on what can be recycled by visiting the Republic Services website.

Information Technology

**Web Conferencing Task Force:** DoIT has invited vendors from Zoom, Cisco WebEx, Microsoft Teams, and Blackboard Collaborate to demo their web conferencing solutions to the group. The task force will then review each platform’s specific features and compare the various solutions to ensure the most appropriate capabilities are available at TAMU-CC.

**TAMUS IT Audit Preparations Continue:** The TAMUS IT audit will soon be underway. To keep our technology safe, all staff members should continue performing weekly update checks by typing in "Windows Update" into the search bar, selecting the application, and clicking the link "Check online for updates from Microsoft Update."

Remote users must remember to log into the Cisco AnyConnect VPN for at least three hours a week to receive critical security updates. Campus computers should remain powered on. To help bring all outdated computers into compliance, an IT team member may reach out to individual users directly via email or phone.

**Technology Management Program (TMP) Update:** DoIT is wrapping up the initial phase of the TMP. Members of the IT team have been working with staff and faculty to identify their primary machine. Those who have not responded to the personalized survey from the “TAMU-CC Office of the CIO” are encouraged to submit information about their device by March 2.

Comptroller

**Reviewers Checklist Required for PCard Expense Report:** As a reminder, it is now required that each PCard Expense Report and Travel Expense Report that is submitted in Concur have a Reviewer’s Checklist uploaded to it. Starting March 1, failure to upload these checklists to the relative expense report prior to submission will result in a Notice of Finding (NoF). If a cardholder receives more than three separate NoF within a three-month period, the cardholder and/or reviewer will be required to take corrective training. If the cardholder receives any additional NoF within three months of being required to attend corrective training, the cardholder’s account will be suspended for one year. Below is a link to each of the required checklists:

- Travel Report Reviewer's Checklist
- PCard Expense Report Reviewer's Checklist
**Human Resources**

**Phase II Staff Equity Program:** Senior leadership has received updates on the initial legislative funding for the next biennium and has decided that Phase 2 of the Staff Equity Program will be delayed until September 1. This delay will enhance the University’s ability to maintain current staffing levels. Improving the competitiveness of our compensation programs remains a top priority and we will continue to provide managers with compensation data to make informed decisions.

**Free On-Site Preventative Health Care Checkup:** Sign up for an on-site checkup and meet virtually with a board-certified Nurse Practitioner to review a comprehensive personal health report. This checkup can be used to meet the Employee Wellness Incentive that ensures you pay the lowest possible premium for health insurance. Spouses enrolled in the group health plan are also eligible. Appointments are available on April 26, 27 and May 4, 5. Signing up is quick and easy using the [Catapult Scheduler](#).

**University Services**

**Mondo’s is visiting the Cove:** Mondo Subs is a pop-up concept that we are experimenting with at TAMU-CC. We take a location and change it for one or two weeks. Copperhead Jacks was set to be somewhat interchangeable with minimal cooking space. When SGA reported that some students were missing Subway, we thought this would be an excellent opportunity to try a pop-up. The population of students, faculty and staff has still not reached the level to open another retail location, but we wanted to respond to SGA’s request. Mondo Subs offerings and pricing are similar to Subway. It will be around for a couple of weeks and then Copperhead Jacks will return.

**Homecoming shirts at the Campus Store:** Get your homecoming shirts at the Campus Store during business hours (Monday-Thursday 9 a.m.-5 p.m. and Friday 10 a.m.-3 p.m.).

**Mark Your Calendars**

- **March 2,3** – Catapult on campus, 6:30 a.m.-1:30 p.m., Dugan Wellness Center, register at [Patient Scheduler](#). Other dates on campus are April 26, 27 and May 4, 5
- **March 2** – PCard Training 10 a.m.-11:30 a.m., [Register via TrainTraq](#)
- **March 4** – Travel Training 10 a.m.-11:30 a.m., [Register via TrainTraq](#)
- **April 27-29** – CLIMB 2.1, details forthcoming
- **April 29** – Islander Awards, details forthcoming