



**CTC**  
**EAGLES**

CTC's accessible education supports student success and employability.

#### LINKS OF INTEREST:

- ✓ [Faculty/Staff Webpage](#)
- ✓ [Emergency Alert](#)
- ✓ [Dining](#)
- ✓ [Web event Calendar](#)
- ✓ [Employee Training Calendar](#)
- ✓ [News and Events](#)
- ✓ [Faculty/Staff Information Guide](#)
- ✓ [Alumni](#)
- ✓ [Mayborn Science Theater](#)
- ✓ [KNCT](#)
- ✓ [Office Technology](#)
- ✓ [Library](#)

#### THIS WEEK'S STORIES:

- Performance evaluations . . . [\(more\)](#)
- Evaluation forms . . . [\(more\)](#)
- Tax forms . . . [\(more\)](#)
- Boot camp . . . [\(more\)](#)
- Relocation . . . [\(more\)](#)
- Master's program opportunity . . . [\(more\)](#)
- Disability coordinator . . . [\(more\)](#)
- Wellness event . . . [\(more\)](#)
- Welcome Back Bash . . . [\(more\)](#)
- Patio Cafe . . . [\(more\)](#)
- Scholarship application . . . [\(more\)](#)
- News briefs . . . [\(more\)](#)
- Mark your calendar . . . [\(more\)](#)
- Training Schedule . . . [\(more\)](#)
- Continuing Education . . . [\(more\)](#)
- Health Tip . . . [\(more\)](#)
- Mayborn Science Theater . . . [\(more\)](#)

#### Performance evaluations

Employee performance evaluations are due soon. The evaluation forms are available on the Etrieve website and instructions for completing the forms are available on the CTCD Faculty and Staff website. Use of the Etrieve evaluations is mandatory as no paper evaluations will be accepted.

All full-time and part-time non-faculty annual performance evaluations for both salaried and hourly employees must be completed and received no later than March 19, 2018. The review period will be from the date the last annual review was done to March 2018. If a staff member had an evaluation on October 1, 2017, or after, there is no need to complete another evaluation until next year. If their last evaluation was prior to October 1, 2017, another evaluation must be done.

Evaluations for all full and part-time faculty members in their first year of employment with CTCD must be completed by May 1, 2018. Faculty members in their third year of employment or who have been in a non-evaluation status for two years will need to receive an evaluation also.

[Top of](#)

[page](#)

#### Evaluation form training

Employee Training will conduct training courses for supervisors on writing performance evaluations on February 13 from 8 – 10 a.m. and February 15 from 2 – 4 p.m. in the HR Training Room (Bldg. 155, room C139). All supervisors are encouraged to attend one of the sessions. Contact Employee Training at ext. 1333 to register.

To help with the process, Employee Training provided the following:

Performance evaluation forms no longer have to be referred for review/approval/comments before sending them to Employment Services. The proper routing has been built into the form. There is a section of the form titled "SUPERVISORY/ROUTING INFORMATION." This section must be completed before the form can be submitted. This is the actual route the form will take before it gets to Employment Services.

When the direct supervisor receives the form from the form originator, he or she only has to click the Approve button after reviewing the form and adding their comments and ratings. The form will then flow to the second level supervisor. When the second level supervisor receives it, he or she will review the form, make any comments and click the Approve button. The form will then flow to the dean or division director.

When the dean or division director receives the form, he or she will review it, make any comments and then click the Approve button so the form will then flow to the employee.

When the employee receives it, he or she will review the form, make any comments and then click the Approve button. The form will then flow to Employment Services.

The only caveat to this flow is if the second level supervisor is the dean or division director. In this case, the direct supervisor will enter his or her name in BOTH the direct supervisor and second level supervisor fields to prevent the dean or division director from processing the form twice.

[Top of](#)

[page](#)

### **Tax forms**

Employees can access their W-2 form and 1095-C forms online so they do not have to wait for mail delivery. To access either form online, an employee must give W-2 consent and 1095-C consent. Simply log on to WebAdvisor, click the Employee tab, click on the Eagle Employee Self Service link, click on W-2 Information and/or the 1095-C Information and you will see a message that says if you have opted to receive either form in electronic format. If you haven't, then you can click on the Change Preferences button and select the statement which says you want it in electronic format and click Save. Once you give consent, you will be able to print your W-2 form and 1095-C form by selecting the year needed and the forms will populate in PDF format. The 2017 W-2 and 1095-C forms are expected to be available online no later than January 31, 2018.

Once forms are available, a notification will be sent out via Newslink.

[Top of](#)

[page](#)

### **Boot camp**

The Kinesiology department will host a series of workout sessions for employees January 23 – May 11. Workouts are scheduled from 6:30 – 7:10 a.m. every Tuesday/Thursday at the gym (Bldg. 151). Employees must present a valid CTC ID card at the gym's front desk each time they participate. To sign up call ext. 1495 or email [elizabeth.corll@ctcd.edu](mailto:elizabeth.corll@ctcd.edu).

[Top of](#)

[page](#)

### **Department relocation**

The Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC) has relocated from the Student Center (Bldg. 106) to Bldg. 158, the former Foundation Office. The staff invites all employees to an open house on Tuesday, January 23 from 10 a.m. - 3 p.m. Refreshments will be served.

[Top of](#)

[page](#)

### **Higher Education Leadership master's program**

Texas A&M University-Central Texas is offering a master's degree in higher education leadership starting with the fall 2018 semester. Coursework will provide foundational skills in higher education history and culture, institutional administration, research methodology, organizational change, student development, human and financial resource management and higher education law. The 30-hour program can be completed in either a one-year or two-year track in a hybrid format combining classroom and online work - on campus one day per month in the fall, spring and summer or on campus two days per month in May and August.

The tentative course schedule is:

Fall

Higher Education Internship I

History and Organization of Higher Education

Leading Change in Higher Education

Spring

Higher Education Internship II

Higher Education Law

Critical Issues in Higher Education

May

Student Development & the College Environment

Summer

Research Methods in Higher Education

Assessment and Evaluation in Higher Education

August

Planning and Resource Management in Higher Education

For more information about the program, email [morgan.lewing@tamuct.edu](mailto:morgan.lewing@tamuct.edu).

[Top of](#)

[page](#)

### **DSS coordinator**

Disability Support Services recently announced Wilma Brown-Smith has been named the new disability coordinator. She can be reached at ext. 1863. Disability Support Services is located in Systems Services (Bldg. 111), Room 207.

[Top of](#)

[page](#)

### **CE wellness event**

The Continuing Education department will host a wellness fair, "Just for the Health of It," on Saturday, January 27 from 9 a.m. – 12 p.m. The event is free and open to the public. It will feature onsite registration, meet and greet with instructors, chair massages and vitals/blood pressure readings. Health education class demonstrations may include first aid and CPR, physical fitness, nutrition, cooking, financial wellness, outdoor recreation, vision boards, reiki, reflexology, massage, gardening, self-defense, photography, quilting, scrapbooking, painting, essential oils, animal health, dance, yoga, chi fit, water fitness and more.

[Top of](#)

[page](#)

### **Welcome Back Bash**

The Student Engagement and Strategies committee will host the spring semester Welcome Back Bash and Resource Fair tomorrow, Thursday, January 18 in the Anderson Campus Center (Bldg. 156) from 10:30 a.m. – 2:30 p.m. The event is an opportunity for clubs and academic and service departments to reach out to students with information about the available clubs, programs, resources and services.

Participating departments are reminded to decorate their space using the "Under the Big Top" circus/carnival theme and have interactive carnival-style games to attract attention, engage and encourage students to stop by your table.

[Top of](#)

[page](#)

### **Patio Cafe**

The Patio Café Cuisine Night dinner series for the spring 2018 semester will feature international cuisines. Dinners, which will be prepared by culinary arts students in the International Cuisine class, will be served every other Friday from 6 - 7:30 p.m. in the Culinary Arts dining area of the Student Center (Bldg. 106) on the following dates:

February 9, February 23, March 9, April 6, April 20 and May 4.

The cuisine for each dinner will be announced soon. Menus will be posted online the week of each dinner.

[Top of](#)

[page](#)

### **Scholarship online application open**

Faculty members should advise students the CTC Foundation online scholarship application is now open. Students can apply online through 11:59 p.m. on March 31 for scholarships to be used in the fall 2018/spring 2019 semesters. The scholarships will be awarded near the end of this spring semester.

Applicants can visit [ctcd.academicworks.com](http://ctcd.academicworks.com) for application information and a list of available scholarships. The online application can be accessed by clicking the

sign up link at the top of the webpage. In order to apply for a CTC Foundation scholarship, all applicants must have applied to CTC and have a current CTC student ID number. Applicants will also need to use their CTC Eaglemail email address they have on file with CTC and create a password in order to access the application. Students only need to fill out one online application to be eligible for all available scholarship awards for which they qualify. Scholarships are awarded for both academic merit and financial need.

[Top of](#)

[page](#)

### **News briefs**

<http://www.ctcd.edu/news-events/texas-campus-news/ctc-offers-a-year-in-review-50-years-after-opening/>

[Top of](#)

[page](#)

### **Mark your calendar**

January 18: Welcome Back Bash; 10:30 a.m. – 2:30 p.m.; Anderson Campus Center

January 22: Campus Carry/Senate Bill 11 presentation; 9-10 a.m. and 1-2 p.m.; Anderson Campus Center

January 27: Continuing Education Wellness Fair “Just for the Health of It;” 9 a.m. – 12 p.m.; Clear Creek building (Bldg. 136)

[Top of](#)

[page](#)

### **Employee Training**

January 19: EEO/SHP Two-Year Review; 8 – 11:30 a.m.; Bldg. 155, Room C139

January 26: Initial Safety Training; 8 – 11:30 a.m.; Bldg. 155, Room C139

February 13: Performance Evaluation Form Training for Supervisors; 8-10 a.m.; Bldg 155, Room C139

February 15: Performance Evaluation Form Training for Supervisors: 2-4 p.m.; Bldg. 155, Room C139

To register for employee training classes, call ext. 1333.

[Top of](#)

[page](#)

### **Continuing Education classes**

Some of the immediate upcoming classes include:

January 20: Game-Day Eats for Super Bowl; 11 a.m. – 4 p.m.; \$55

January 20: Basics of Facebook; 12-2 p.m. \$19

January 21: Life Drawing; 6-9 p.m.; \$29

January 21: Group Piano Lessons (age 5-12); Sundays through February 25; 11:30 a.m. – 12:30 p.m.; \$89

January 21: Group Piano Lessons (age 13 and older); Sundays through February 25; 12:30 – 1:30 p.m.; \$89  
January 23: The Zentangle Method (art); 6 – 8:30 p.m.; \$39  
January 24: Backpacking for Beginners; 6-9 p.m.; \$25  
January 27: Take Charge of Your Life; 8:30 a.m. – 12 p.m. and 1-4 p.m.; \$55  
January 27: Manga Lettering Workshop; 12-2 p.m.; \$19  
January 27: Examination Program (CLEP) Preparation; 10 a.m. – 2 p.m.; \$35  
January 31: Project Management Certification; M/W through March 7; 6-10 p.m. \$849

Register for Continuing Education classes or pick up a class schedule at Bldg. 136 or by calling ext. 1586. Register online for online classes at [www.ctcd.edu/ce](http://www.ctcd.edu/ce). The spring [schedule](#) is available now.

[Top of](#)

[page](#)

### **Health tip**

Start your day with a healthy breakfast. Many foods make healthy breakfast options such as whole-grain cereals and fruit. But when we're in a hurry in the morning, we often grab what's readily available, if anything at all. Avoid breakfast sandwiches high in fat and calories and avoid eating fried foods for breakfast.

For those who like to work out first thing in the morning, it is important to eat before working out. A light meal of easily digested complex carbohydrates and some protein (oatmeal, Greek yogurt, fruits, whole wheat toast, etc.) 30 minutes before a workout should keep you fueled during exercise. Working out on an empty stomach, whether it is morning, afternoon or evening, can cause feelings of lightheadedness and make a person feel sluggish during exercise thus making the workout less effective. Also, skipping breakfast may cause you to overeat later in the day.

Other healthy breakfast options include:

An omelet made with one whole egg and two egg whites makes an excellent high-protein breakfast.

Turkey bacon

Low-fat dairy like cottage cheese

Quinoa porridge

Bananas

Grapefruit

Almond butter

Smoothies made with low-fat milk or low-fat yogurt and fruit

[Top of](#)

[page](#)

### **Mayborn Science Theater**

This week's weekday matinee is "Gruffalo's Child." Show time is Wednesday, January 17 at 3:30 p.m.

The Saturday matinee schedule is:

11 a.m. – "Zula Patrol: Down to Earth"

12 p.m. – "Flying Monsters"

1 p.m. – "Exoplanets: Worlds of Wonder"

2 p.m. – “Secret of the Cardboard Rocket”  
3 p.m. – “IBEX: Search for the Edge of the Solar System”  
4 p.m. – “Tales of the Maya Skies”

The Saturday evening lineup features:

7 p.m. – “Pandas: The Journey Home”  
8 p.m. – “Flying Monsters”  
9 p.m. – “Astronaut”

Laser Friday is this Friday, January 26:

7 p.m. – “Laser Tribute”  
8 p.m. – “Lase Rock”  
9 p.m. – “Laser Hip Hop”

Warren’s Star Tour is this Saturday, January 27 at 7 p.m.

For complete show descriptions and other exciting news and specials, visit [starsatnight.org](http://starsatnight.org).

[page](#)

[Top of](#)