



CTC
EAGLES

CTC's accessible education supports student success and employability.

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eForms to upgrade to Etrieve

In two weeks, CTC will move to an upgraded eForms system called Etrieve – the SoftDocs' modernized version of Doc e Fill. The look and feel of the application is different, but the functionality for users is very similar.

On November 1, the current URL for eForms, <https://ctceforms.ctcd.edu>, will direct users to the new system. Employees will log in to Etrieve using the same username and password used to log in to their workstation and e-mail. IT will maintain the old Doc e Fill eForms system indefinitely, as all previously completed forms will remain available only at this location (available November 1): <https://docefill.ctcd.org>.

Scott Wyman, employee training coordinator, has prepared Etrieve training materials located on the CTC Faculty and Staff homepage [here](#). Additional training content will be added soon. Please consult these documents initially if you have questions about using the new eForms system.

If you don't find the answers you need, please contact the IT Help Desk at hdesk@ctcd.edu or call ext. 3103.

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Red Ribbon Week

CTC asks all employees and students to take the pledge to be drug-free during the Red Ribbon Week celebration this week. Hosted by the Student and Employee Assistance Program/Substance Abuse Resource Center, Red Ribbon Week kicked off with a red ribbon walk this morning at 9 a.m. The opening ceremony is at 10 a.m. upstairs in the Campus Center featuring guest speaker Nancy Pratt of Mothers Against Drunk Driving. During the week, a variety of events and activities will be held including a distracted driver simulator, mock sobriety field tests,

displays, presentations, door prizes and more. Each day of the week will feature a different theme. Today's theme is "CTC is Drug-Free" and all employees should be wearing red or CTC attire. The rest of the week is as follows:

Tuesday: The Power to be Drug-Free – everyone should wear super hero attire

Wednesday: Too Bright for Drugs – everyone should wear neon colors

Thursday: Spook Out Drugs – everyone should wear Halloween attire

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Haunted House

The annual CTC Haunted House/Fall Carnival will be held this Friday and Saturday, October 27-28 from 6-11 p.m. The haunted house will be outside the Mayborn Science Theater (Bldg. 152) and carnival games and other activities will be held inside. There will also be a hayride around campus both nights.

Employees wishing to dress up for Halloween may do so on Tuesday, October 31. All costumes must adhere to the CTC dress code.

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United Way

This year's CTC United Way campaign kicks off today and will run through December 8. All Texas full- and part-time employees should receive information and contribution forms this week through distribution. You can choose one of three ways to donate - have an amount automatically deducted from your pay, make a one-time cash or check donation or donate up to 24 hours of annual leave. You can also direct your donation to the CTC Foundation by filling in the "Other Nonprofit Agency" space or specify another non-profit organization to receive your donation. If you do not receive the information or if you have questions, contact Debbie Havens, campaign coordinator at debra.havens@ctcd.edu.

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Open house events

CTC will host two open house events this week. On Friday, October 27, the Medical Lab Technology department will host open house from 8 a.m. – 1 p.m. in the Science Center (Bldg. 150). Medical Lab Technician (MLT) students will display various components of the MLT, histology and phlebotomy programs through poster presentations, verbal explanations and demonstrations.

On Saturday, October 28, Industrial Technology will hold an open house at the Career and Technical Education Center (Bldg. 118) from 9 a.m. – 2 p.m. Explore all programs - automotive, building trades, diesel, HVAC, graphics and printing and welding, through guided tours, visits with facility and staff and other hands-on activities. The open house will also feature the Hooligans and Central Texas Rodders car show, food and music.

Library Halloween events

All employees and students are invited to share their scariest ghost stories and spooky myths during Campfire Tales this Thursday, October 26 in the campus library. The event is from 7 – 8:30 p.m. A panel of judges will determine the winners for best performance, best story, best original story and audience favorite. Prizes will be donated by the judges. Wearing a costume is optional but encouraged.

The library will also hold a Literary Costume Contest on Halloween, Tuesday, October 31. The contest is from 2-3 p.m. in the library lobby. A panel of judges will determine the winner for Best Literary Character, Best Manga/Comics Character and Best Horror Character. Judging begins at 2 p.m. Prizes will be donated by the judges. For more information contact the library at ext. 1621 or email istewart2@ctcd.edu. All employees and students are invited to participate.

Trick or Trot 5K

Late registration for the CTC Foundation Trick or Trot 5K Run is underway now through October 27. The fee is \$30. The race will be held this Saturday, October 28 starting at 7:30 a.m. at the CTC gym (Bldg. 151). Participants should feel free to dress in Halloween costume. All profits raised will benefit the CTC Kinesiology scholarship fund. Register online at: bit.ly/CTCTRICKORTROT.

High school football

The Marketing and Outreach department has two pairs of tickets to this week's high school football games: Harker Heights vs. Copperas Cove on Thursday, October 26 (tickets are for the Harker Heights side of the field) and Ellison vs. Killeen (tickets are for the Killeen side of the field) on Friday, October 27. The tickets are for the home team side and will not allow entry to the other side. If you would like to go to the game, please email bruce.vasbinder@ctcd.edu and request the tickets. Please DO NOT request the tickets unless you will actually use them! The game will also be broadcast live on public radio KNCT-FM, 91.3.

Guest Artist

Fine Arts will present it fall Guest Artist Performance tomorrow, Tuesday, October 24. Featured performer is trombonist William Haugeberg, assistant professor of low brass at The University of Texas at Rio Grande Valley in Brownsville. Haugeberg plays tenor, alto and bass trombone in a variety of styles ranging from jazz to

orchestral and from solo to chamber music. The concert starts at 7:30 p.m. in the Anderson Campus Center (Bldg. 156). Tickets are \$5 at the door and proceeds will benefit the Concert Series Music Scholarship Fund. Children 12 and under are admitted free. A reception honoring Haugeberg will follow the concert.

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Faculty Senate

The CTC Faculty Senate will hold its first meetings of the year next Friday, November 3 at 9 a.m. and again on Tuesday, November 7 at 3 p.m. Both meetings will be held in the Science Center (Bldg. 150), room 121. Faculty members need only to attend one of the two sessions as the same information will be presented at both.

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Patio Cafe

The next Patio Cafe Cuisine Nights dining experience is this Friday, October 27 and features a California cuisine. Dinner will be prepared by students in the American Regional Cuisine class. The menu will be available online later this week. Reservations are required and can be made by calling Debra Knudson at ext. 1515.

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Thanksgiving meal

The 22nd annual CTC Thanksgiving Day Meal will be held Tuesday, November 14 in the Anderson Campus Center (Bldg. 156) from 11 a.m. - 1:30 p.m. The menu, prepared by Great Western Dining, features roast turkey, cured honey glazed ham, mashed potatoes with turkey gravy, candied sweet potatoes, savory bread dressing, seasoned corn, seasoned green beans, cranberry sauce, salad bar, a variety of rolls and a variety of pies for dessert. Tickets are on sale now in the Campus Center cafeteria and snack bar for \$5 each. Tickets are free for every donation of six canned good food items.

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Awards

Human Resources is now accepting nominations for Employees of the Year and Department of the Year. Six Employee of the Year awards will be presented: one salaried and one hourly full-time employee from:

- Continental, Europe, Fort Hood, and Navy campuses
- Academic Central Campus employees

- **Non-academic Central Campus employees**

The criteria for selection will be the employees' and department's sustained contribution to the goals and objectives for the past year. This is not an award for a one-time act, but for continued contributions for the entire year. Nominations of employees may be made by any supervisor and must be approved by the employee's supervisor. A committee established by H.R. with representation from different locations and departments will select the Department of the Year and the six Employees of the Year. Recommendation forms should be submitted to Narja Carter in Employment Services no later than December 1. Questions should be directed to H.R. at ext. 1492.

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IT update

October is National Cyber Security Awareness Month. Each year at this time, the IT Division publishes a Security Bulletin containing tips about how to stay safe online, links to security info and tools and details about what CTC in particular is doing to improve cyber security. This year's bulletin focuses on Ransomware - how best to avoid it and what to do if you are the victim of an attack. Please see the 2017 IT Security Bulletin here.

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News briefs

<http://www.ctcd.edu/news-events/texas-campus-news/ctc-haunted-house-fall-carnival-is-this-weekend-october-27-28/>

<http://www.ctcd.edu/news-events/texas-campus-news/ctc-spring-semester-registration-opens-online-monday-october-23/>

<http://www.ctcd.edu/news-events/texas-campus-news/ctc-promotes-drug-free-red-ribbon-week1/>

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Mark your calendar

October 23: Spring 2018 semester registration opens on WebAdvisor

October 23: Red Ribbon Week opens

October 23: Haunted House/Fall Carnival planning meeting; 4 p.m. Starlight Conference Room of the Mayborn Science Theater

October 24: Fine Arts' Guest Artist Performance; 7:30 p.m.; Anderson Campus Center

October 26: Campfire Tales; 7 – 8:30 p.m.; campus library

October 27: Medical Lab Technology Open House; 8 a.m. – 1 p.m.; Science Center (Bldg. 150)

October 28: Trick or Troy 5K Run; 7:30 a.m.; CTC gym

October 28: Industrial Technology Open House; 9 a.m. – 2 p.m.; Skills Center

(Bldg. 118)

October 28: CTC Police Academy graduation; 11 a.m.; Anderson Campus Center

October 31: Student Costume and Pumpkin Decorating Contest; 11 a.m. – 12 p.m.; Student Lounge (Bldg. 106)

October 31: Literary Costume Contest; 2-3 p.m.; campus library

November 2: A Christmas Affair; 9 a.m. – 3 p.m. Anderson Campus Center (Bldg. 156)

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Continuing Education classes

Some of the immediate upcoming classes include:

October 28: Microsoft Office 2010 Basics; Saturdays through November 18; 12-2 p.m.; \$35

October 28: Women's Self-Defense; 9 a.m. – 12 p.m.; \$25

October 30: Chi Fit; M/W through November 15; 11:30 a.m. – 12:30 p.m.; \$35

November 2: Zumba; T/TH through December 5; 6-7 p.m.; \$39

November 3: Kung Fu for Fitness; Fridays through December 8; 11:45 a.m. – 12:45 p.m.; \$25

November 3: Water Spin; Fridays through December 8; 5:30 – 6:30 p.m.; \$25

November 4: Let's Save the Planet; 1-3 p.m.; \$15

November 4: Geocoaching; 9 a.m. – 1 p.m.; \$29

November 4: Quick Little Breads (cooking); 10 a.m. – 3 p.m.; \$55

November 6: Urban Line Dancing; Mondays through December 4; 6-8 p.m.; \$39

November 6: Tribal Grooves; M/W through November 29; 4:45 – 5:45 p.m.; \$25

November 6: The Art of Traditionally-Printed Post Cards; M/W through November 15; 6:30 – 8:30 p.m.; \$39

November 7: Upcycling: Turning Trash to Treasure; 6-9 p.m.; \$19

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. The fall [catalog](#) is now available.

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Employee Training Schedule

October 24: **TED Talk : Your Body Language Shapes Who You Are** – featuring Amy Cuddy; 2:30 – 3 p.m.; Bldg. 155, Room C139

October 25: **Heartsaver CPR/AED**; 8 – 11:30 a.m.; Bldg. 155, Room C139

October 27: **Initial Safety Training**; 8 – 11:30 a.m.; Bldg. 155, Room C139

October 27: **Krav Maga Self-Defense**; 8-11 a.m.; Gym; (Bldg. 151)

Unless otherwise noted, register for training by calling ext. 1333 or 1381. The monthly training calendar is online [here](#).

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Health tip

Simple changes to at-work habits can have a positive impact on staying healthy and have you feeling better and more energized.

Eat better – skipping breakfast decreases metabolism so start the day with a hearty breakfast. If you don't have time to eat breakfast, pack your breakfast along with packing a lunch. Also keep healthy snacks on hand to help you resist those sugary foods common in the office environment. Snack choices should include cut-up vegetables, fruit slices, light popcorn, low-fat whole wheat crackers with peanut butter and low-fat soup in a cup.

Burn calories – make office exercise a part of your daily routine by adding active activities or 10-minute exercise blasts to your office routine. Multiple increments of exercise can add up to the 30 minutes of moderate exercise per day recommended for health benefits. Look for opportunities to stand such as while talking on the phone. Organize a walking group to schedule walking meetings. Do laps inside your building or take walking meetings outdoors. Take a one-minute cardio burst to walk or jog in place, do jumping jacks, simulate jumping rope or walk up and down the stairs. You can also turn breaks into short fitness routines. Keep a resistance band or small hand weights at your desk and during breaks perform a variety of exercises such as arm curls, side leg lifts, chair crunches and quad lifts.

Stretch – if you sit for long hours at your desk, take a few minutes to perform neck stretches, back stretches, seated forward bends and seated spinal twists to relieve stress, increase productivity and make you feel better.

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Mayborn Science Theater

Weekday matinee:

Wednesday, October 25 at 3:30 p.m. – “Fright Light” laser light show

The Saturday matinee schedule is:

11 a.m. – “Zula Patrol: Under the Weather”

12 p.m. – “Pandas: The Journey Home”

1 p.m. – “Space School: Astronaut Training Underwater”

2 p.m. – “Spookley: The Square Pumpkin”

3 p.m. – “This is Our Sky”

4 p.m. – “Flying Monsters”

The Saturday evening lineup features:

7 p.m. – “Space Park 360: Infinity”

8 p.m. – “Cowboy Astronomer”

9 p.m. – “Solar Superstorms”

Haunted House/Fall Carnival weekend:

October 27-28:

7 p.m. – “Fright Light”

8 p.m. – “Halloween Spooktacular”

9 p.m. – “Laser Halloween”

10 p.m. – “Hallowscream”

For complete show descriptions and other exciting news and specials, visit starsatnight.org.

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